OPEN SYSTEMS® Accounting Software

Accounts Receivable User's Manual

For Use With Contractors' Job Cost

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to OSAS™

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You can, however, apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, refer to page 1-25.

For specifics on using the text version, refer to page 1-47.

The Accounts Receivable System

Use the Accounts Receivable system to record billings you make to customers. It lends its tracking capabilities to other applications associated with tracking assets (Inventory, for example). It represents an asset; when you record a sale to customers, the transactions are expressed as gains to your source of revenue and losses to the assets you sold. For example, if you sell inventory items, the transaction represents a gain to your capital and a loss to inventory.

Menu Structure

The Accounts Receivable menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File and Code Maintenance

Use the functions on the File Maintenance and Codes Maintenance menus to set up and maintain information about your customers. For example, use the Customers function to establish and update information about customers you usually do business with.

The system uses various codes to define customers' records. Some of these codes are defined in File Maintenance functions; others are defined in Codes Maintenance functions. For example, terms codes, which serve as a shorthand method of entering terms of a transaction for a customer, should be set up in the Terms function on the Codes Maintenance menu before you set up the customer records in the Customers function on the File Maintenance menu.

Information Inquiry

Use the Information Inquiry functions to view (not change) information about customers, invoices, and history. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Daily Work

After you establish the valid codes and IDs through the File Maintenance and Codes Maintenance functions, you can use the Daily Work functions to enter transactions that involve a sale. Use the Daily Work functions to track sales, record payments as they come in, track recurring entries as the money comes due, and work with transaction batches.

Open Invoices and Reports

Accounts Receivable offers three categories of reports: transaction, open invoice, and history.

The transaction reports reflect activity before you post. After you have produced all the transaction reports, you are ready to post.

The open invoice reports reflect money due but not necessarily paid after you post. You can use other functions on the Open Invoices menu to hold or release open invoices and to calculate finance charges for customers whose invoices are past due.

The history reports reflect activity after you post. After you have produced the history reports, you are ready to do periodic maintenance.

Use the report functions as often as you need to produce summarized information about transactions, commissions, sales analysis, and so on.

Periodic Processing

After posting over a period of time, enough information is kept in various files that the files can get too large and slow down your system. Use the Periodic Maintenance function to remove period-, quarter-, and year-to-date figures; year-to-date finance charges; and customer high balances. Use the Purge Selected Files function to remove specific information from the ARHDxxx (Additional Descriptions History), ARINxxx (Open Invoice), ARRHxxx and ARRExxx (Recurring Entries), ARHIxxx (Detail History), and ARHSxxx (Summary History) files according to the date you specify.

Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the Master File Lists functions to produce the contents of the files: details about sales reps, customers, ship-to addresses, recurring entries, and codes.

File Information

The information you enter in Accounts Receivable functions is stored in files. Each file falls into one of four categories: customer files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

Customer Files

The customer files serve as permanent sources of customer information: data stays in the files until you remove it.

The ARCUxxx (Customer) file holds the following customer information, which you can enter directly through File Maintenance functions or by updating information from interfaced applications:

- customer ID and description
- customer name, address, and phone and fax numbers
- terms code and distribution code
- customer class, sales reps, and web and e-mail addresses
- credit information
- account information
- tax information
- balance information
- history information

The ARCMxxx (Credit Cards) file contains a list of the commonly used credit cards for each customer. The file can store the card numbers and types for reference or for verifiication during sales transactions and payments.

The ARCCxxx (Customer Comments) file holds comments about the customers you do business with. Initially you enter comments through the Customers function.

Attribute Files

The attribute files hold data that you can assign to each customer. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The ARDCxxx (Distribution Account Codes) file stores information about distribution accounts set up in the Distribution Accounts function. The codes serve as a shorthand method to enter the GL accounts for Accounts Receivable, Freight Charges, Sales Tax Liability and Other Charges to which you will post accounting transactions for each customer.

The ARTCxxx (Terms Codes) file stores information about regular payment terms you set up in the Terms function. The codes serve as a shorthand method to enter terms in transactions and to assign the terms to customers. As a result, you can receive payments from groups of customers based on the terms of payment.

The ARSMxxx (Shipping Methods) file stores information about your usual methods of shipping that you set up in the Shipping Methods function. The codes serve as a shorthand method to enter shipping information in transactions.

The ARGLxxx (GL Codes) file stores information about your sales and cost of sales GL accounts which you set up in the GL Codes function. The codes serve as a shorthand method for entering GL sales and cost of goods accounts in transactions when AR is not interfaced to the Inventory application.

The ARFCxxx (Finance Charge Codes) file stores information about the finance charge rates you assess on past due balances. You use these codes as a shorthand entry method for assigning finance charge rules to your customers.

The ARDExxx (Additional Descriptions) file stores additional descriptions you assign to line items. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager Options and Interfaces function.

The ARPYxxx (Payment Methods) file stores information about payment methods. When you define the methods in the Payment Methods function, you can specify the payment type, bank account ID, and debit general ledger account. When you set up customers, you can assign a default payment method. As money is collected and information is posted, history for each payment method is also kept in this file.

The ARSRxxx (Sales Rep) file stores information about sales representatives. When you set up the sales reps in the Sales Reps function, you can specify the sales rep's name and personal information, the employee ID, and how the commission is calculated (based on percentage, kinds of sales, and which parts of the sale are involved). You can also enter initial values for the history of the sales rep. As money is collected and information is posted, this information updates the month-to-date and year-to-date revenue collected through each sales rep. When you enter invoices, you can assign the sales reps who dealt with the customer.

The ARSAxxx (Ship-to Address) file stores information about shipping addresses. When you set up the shipping addresses in the Ship-to Addresses function, you can assign the associated customer ID, name and address, method of shipment, and tax group. Then when you set up customers, you can assign the shipping address where the goods for the customer are to be shipped.

The ARRHxxx and ARRExxx (Recurring Entries) files store information about transactions that come up repeatedly. The ARRHxxx file stores header and tax information about each recurring entry; the ARRExxx file stores line-item and tax information about each recurring entry.

The ARRDxxx (Recurring Additional Descriptions) file holds additional descriptions you assign to line items in a recurring entry. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager Options and Interfaces function. The additional text is printed on invoices after you copy the entry to the ARTDxxx and ARTHxxx files.

Resource Manager Files

The Resource Manager system has three files that Accounts Receivable uses: RMCDxxx, RMTXxxx and RMGCxxx. These files store Accounts Receivable-related information and serve as attribute files, but are stored as Resource Manager files, so they can be used by other applications as well.

The RMCDxxx (Tax Classes) file stores the tax classes and associated descriptions; for each number 00 through 99, enter a description. When you set up tax groups, you assign a percentage and other information to each tax class. When you set up a customer and assign a tax group, the set of tax classes for the tax group (and associated percentage markups) are assigned with it. Then when you enter a transaction for the customer and assign a line item to the transaction, you specify the tax class, and the associated percentage according to the customer's tax group takes effect.

The RMTXxxx (Tax Locations) file stores the tax authorities and associated information. For the classes and descriptions defined in the RMCDxxx file, this file stores such information as whether the tax class is taxable, the percentage of markup, the amounts of taxable and nontaxable sales for the reporting period, the overall tax collected for each class of each group, the general ledger account number, the tax ID, and whether freight charges are to be taxed.

The RMGCxxx (Tax Groups) file stores information for each group of sales tax locations. This file groups one or more related tax locations together to arrive at an overall sales tax rate that will be used to calculate the tax on a sale (for example, state, county, and city taxes can be grouped together for a combined effective sales tax rate).

Temporary Files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The ARTDxxx and ARTHxxx (Transaction) files store information about unposted invoices and miscellaneous credits. This information is entered independently of when payments are made. Each transaction record is assigned a number by the system. The ARTHxxx file stores the header information: the customer ID and various terms of the transaction. The ARTDxxx file stores line-item and tax information about the transaction.

The ARCRxxx (Cash Receipts) file stores unposted cash receipt information. You can enter this information either as totals information in the Transactions function or through the Cash Receipts function when you assign payments to existing transactions. For open invoice customers, you apply receipts against individual invoices. For balance forward customers, you apply them against outstanding balances. (Customers are designated as open invoice or balance forward in the ARCUxxx file.)

The ARINxxx (Open Invoice) file stores such summary information as the amount due and the due date of the sales and miscellaneous credits that were posted from the ARTDxxx and ARTHxxx files. The items remain on file until you purge them.

The ARLSxxx (Lot and Serialized Item) file, which is used only if Accounts Receivable is interfaced with Inventory, stores the lot number, serial number, item number, location ID, transaction number, quantity and unit information, and associated line-item entry number when you enter a serialized item as a line item. When you post, those numbers are cleared from the ARLSxxx file.

The ARBTxxx (Batch Control) file keeps track of the transaction batches in use by each terminal. It is updated each time you enter or change a transaction.

The ARCTxxx (Transaction Control) file keeps track of the transactions in use by each terminal. It is updated each time you enter or change a transaction. When you complete a transaction, the record is deleted.

History Files

The history files get information as a result of a post.

The ARHSxxx (Summary History) file contains information for each item sold to each customer in each period. Three types of summary records are created: a company record, a customer record, and an item record. This file is used only if you elect to save summary history in the Resource Manager Options and Interfaces function.

The ARHIxxx (Detail History) file contains detailed information about accounts receivable transactions. This file is used only if you elect to save detail history in the Resource Manager Options and Interfaces function.

The ARHDxxx (Additional Descriptions History) file contains additional descriptions from entries that were posted to the ARHIxxx file. These descriptions can also be printed in the Detail History Report. This file is used only if you elect to use the additional descriptions option and to save detail history in the Resource Manager Options and Interfaces function.

File Interaction

The Accounts Receivable system tracks money paid in terms of customers. When you enter and post transactions, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

Invoices and Miscellaneous Credits

You can enter invoices for sales or miscellaneous credits. When you enter either type of daily work, the key unit is the invoice. An invoice holds one or more sales or miscellaneous credits.

When you enter an invoice, you can record having received all the money or having received only some of it.

You can copy recurring entries to an invoice. Use the Recurring Entries function to define the run codes that identify recurring entries. The information is kept in the ARRHxxx and ARRExxx files.

Information about unposted invoices and miscellaneous credits is stored in the ARTDxxx and ARTHxxx files.

When you enter a line item for a serialized item or for an item kept in a lot, the lot number or the serial number, transaction number, and associated line-item entry number are stored in the ARLSxxx file.

If the description field for each line item is not long enough, you can enter 10 lines of additional descriptive text about each line item. The additional text is stored in the ARDExxx file and is printed on invoices and miscellaneous credit memos.

Producing Reports

Use the Transaction Reports functions to prepare invoices, produce reports, and post. The information comes from the ARTDxxx, ARTHxxx, and ARCRxxx files. When you post, information from these files is cleared and you cannot retrieve it.

Use the Print Invoices function to print invoices for your customers. You can print the invoices in batches or individually.

The ARTDxxx and ARTHxxx files provide information for the following journals:

- The Sales Journal provides a record of sales you entered in the Transactions function since the last posting period.
- The Miscellaneous Credits Journal provides a record of credits (for example, returns) you entered in the Transactions function since the last posting period.

The ARINxxx file provides information for several reports and for statements:

- The Open Invoice Report provides a list of invoices, miscellaneous credits, and cash receipts.
- The Aged Trial Balance provides up-to-date account balance information.
- The Cash Flow Report provides a summary of how much cash is due within any four aging periods.
- Statements provide a summary of the month's transactions.
- The Customer Analysis Report provides an analysis of your customers' activity.
- The Commissions Report provides a summary of commissions your sales representatives have earned.

The ARCRxxx file provides information for the following reports and journals:

- The Cash Receipts Journal provides a record of revenue you entered as received in the Cash Receipts and Edit Cash Receipts functions since the last posting period.
- The Methods of Payment Journal holds the same information as the Cash Receipts Journal but is organized by payment method. In this journal you can also single out information about a particular payment method.
- The Deposits Report provides information about which revenue was deposited with which bank accounts.

The ARHSxxx, ARHIxxx, and ARCUxxx files provide information for the following reports:

- The AR Analysis Report provides an analysis of your company's outstanding receivables.
- The Sales Analysis Report provides an analysis of your company's sales.
- The Detail History Report provides an analysis of trends in your sales based on detailed line-item information from each sale: which items are being sold most, which customers are buying most frequently, how much each item is being sold for, and so forth.
- The Customer Sales Report provides an analysis of customers' buying trends: how much you sold to your customers, the gross profit from each sale, the average invoice amounts, and the number of invoices.
- The Customer Activity Report provides an analysis of customer activity in terms of which customers bought the most.
- The Summary Invoice History Report provides a summary of invoices from detail history.
- The Promotional Analysis Report provides a means of comparing promotional pricing with other types of pricing.

- The Tax Audit Report shows sales tax calculated by income and location.
- The Sales Tax Report provides a record by tax group of sales tax collected from revenue since the last period.

Posting Transactions

After you are finished entering transaction and cash receipt information and producing the desired reports, you are ready to post transactions.

When you post transactions, several files are affected:

- Records are created in the ARINxxx file for each entry in the ARTDxxx and ARTHxxx files. Invoice due dates and discount dates are updated.
- Balances and sales history information are moved from the ARTDxxx and ARTHxxx files to the ARCUxxx file.
- The ARCRxxx, ARTHxxx, and ARTDxxx files are purged.
- Gross sales figures are updated in the ARSRxxx file.
- The taxable and nontaxable sales amounts are updated in the RMTXxxx file.
- Lot and serial numbers are removed from the ARLSxxx file.
- If you elected to save detail and summary history in the Resource Manager Options and Interfaces function, detailed line-item information is moved to the ARHIxxx file and summary totals information is moved to the ARHSxxx file.
- If Accounts Receivable is interfaced with General Ledger, entries are made to the sales, sales tax, freight, miscellaneous, cash, discount, and accounts receivable accounts in the GLJRxxx (Journal) file. If a cost is associated with a line item, entries are also made to the inventory and cost-of-goods-sold accounts.

- If Accounts Receivable is interfaced with Inventory, the INHIxxx (Detail History), INHSxxx (Summary History), INLHxxx (Lot History), INLTxxx (Lot Detail), INQLxxx (Quantity Locations), INQTxxx (Quantity Totals), INSHxxx (Serial History), and INSNxxx (Serial Numbers) files are updated; and average prices in the INUPxxx (Units Pricing) file are updated.

- If Accounts Receivable is interfaced with Job Cost, the cost information in the JOHIxxx (Detail History) file is automatically updated, and the JOBSxxx (Jobs) file is optionally updated.

- The period-to-date history in the ARPYxxx file is updated.

- An open invoice is created in the ARINxxx file for the total of the payments in each credit card payment method.

- If Accounts Receivable is interfaced with Bank Reconciliation, deposits for cash receipts update the BRTRxxx (Transactions) file.

Transactions, Cash Receipts, and Open Invoices Files' Relationship

Often the information in the ARTDxxx and ARTHxxx files, the ARCRxxx file, and the ARINxxx file overlaps. Depending on how you use Accounts Receivable, different files get used at different times.

The ARTDxxx and ARTHxxx files record transactions independently of how much money was paid. You enter information in this file through the Transactions function or by copying recurring entries through the Copy Recurring Entries function.

If you record totals information when you are entering transactions (indicating prepayment), the payment information is sent to the ARCRxxx file. You can also enter this information through the Cash Receipts function. The ARCRxxx file records money as received when it is entered. You can enter the transaction independently of entering money received for it, so the customer can pay all at once, some at the time of transaction and some later, or all of it at a later time or several later times.

When you post, the information from the ARTDxxx, ARTHxxx, and ARCRxxx files is moved to and reconciled in the ARINxxx file. This file sorts its information by invoice number, reconciles overall worth of the transaction with what was paid, and determines how much is owed. Information stays in this file until you use the Periodic Maintenance function.

Periodic Work

When your files become too large, you may clear some data using the Periodic Maintenance, Purge Selected Files, and Purge Customer Comments functions.

Periodic Maintenance

When you do Periodic Maintenance for period-end work, several things happen:

- Newly calculated finance charges are added to the ARINxxx and ARCUxxx files.
- Period-to-date accumulators are cleared and credit statuses are updated in the ARCUxxx file.
- Aging balances are updated in the ARHSxxx files.
- Month-to-date gross sales amounts are cleared in the ARSRxxx file.
- Month-to-date payments are cleared in the ARPYxxx file.
- Finance charges are posted to the GLJRxxx file (if Accounts Receivable is interfaced with General Ledger). You can also make the system clear year-to-date finance charges in the ARCUxxx file.
- The period in the ARPDxxx table is incremented by one.

When you do Periodic Maintenance for quarter-end work, several things happen:

- All period-end tasks are done.
- Quarter-to-date totals are cleared in the ARPYxxx and ARCUxxx files.

When you do Periodic Maintenance for year-end work, several things happen:

- All period-end and quarter-end tasks are done.
- Last-year accumulators are updated and year-to-date accumulators are cleared in the ARPYxxx and ARCUxxx files.
- Year-to-date gross sales amounts are cleared in the ARSRxxx file. You can also make the system clear the high balance in the ARCUxxx file.

The following chart shows the effects of periodic maintenance on the ARCUxxx file:

Value	Updated (+ or -)	Increased	Decreased
General Information	Use the Customers function		
Customer Comments	Use the Customers function		
Sales PTD, QTD, YTD, and LY		Post sales	Post miscellaneous credits
Cash Receipts PTD, QTD, YTD, and LY		Post sales	Post miscellaneous credits
Discount Taken PTD, QTD, YTD, and LY		Post sales	Post miscellaneous credits
Discount Lost PTD, QTD, YTD, and LY		Post orders	Post miscellaneous credits
Last Invoice Number		Post sales	Post miscellaneous credits
Last Sale Date		Post sales	Post miscellaneous credits

Value	Updated (+ or -)	Increased	Decreased
Last Sale Amount		Post sales	Post miscellaneous credits
Last Payment Date		Post sales	Post miscellaneous credits
Last Payment Amount		Post sales	Post miscellaneous credits

Purge Selected Files

The following list shows the effects of purging selected files:

- Paid invoices with check dates before the date you specify are removed from the ARINxxx file.
- Detail history with invoice dates before the date you specify is removed from the ARHIxxx file.
- Summary history before the period/fiscal year you specify is removed from the ARHSxxx file.
- Recurring entries with cutoff dates before the date you specify is removed from the ARRExxx, ARRHxxx, and ARRDxxx files.

Purge Customer Comments

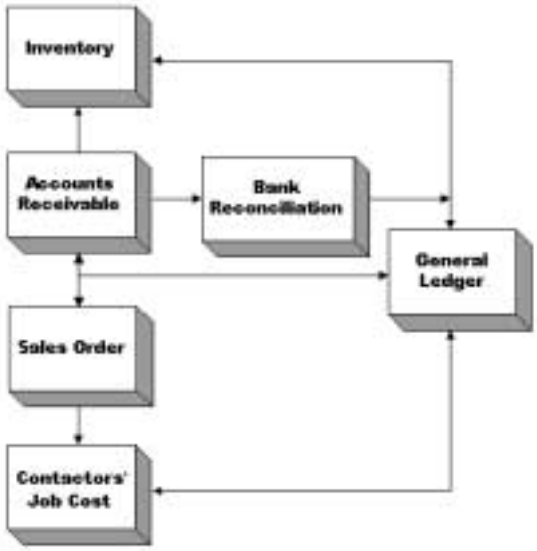
When you use the Purge Customer Comments function to remove customer comments you no longer need from the ARCCxxx file, the following things happen:

- Paid invoices with check dates before the date you specify are removed from the ARINxxx file.
- Detail history with invoice dates before the date you specify is removed from the ARHIxxx file.

- Summary history before the period/fiscal year you specify is removed from the ARHSxxx file.
- Recurring entries with cutoff dates before the date you specify is removed from the ARRDxxx, ARRExxx, and ARRHxxx files.

Application Interaction

Accounts Receivable can be used as a standalone application, but you get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

For information about application interfaces, see page 3-8.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *Accounts Receivable User’s Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.

- “Application functions” explains the functions within the application: where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems each terminal usually has a default ID that was assigned to it when the terminal was added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

osas -t T2 **-c** B **-a** selena

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using selena as your access code and H as your company ID, enter

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 - **-a**selena **-c**H

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see the *Resource Manager User's Manual*) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style

For a sample of the Start-style favorites menu, see page 1-35. For a sample of the text favorites menu, see page 1-49.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

Graphical Main Menu

You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu

You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.

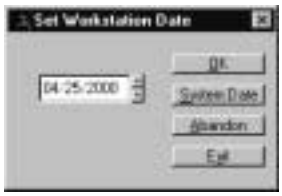
File Menu

Command	Tool Button	Key	Result
Access code		**F4**	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		**F5**	Toggles between the Sample Data and the Live Data.
Workstation date		**F6**	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		**F7**	Exits from OSAS.

Using the Access Code dialog box

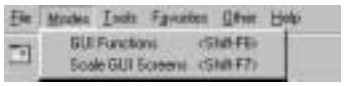
To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



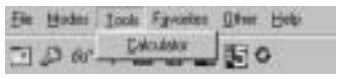
To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.

Modes Menu



Command	Tool Button	Key	Result
GUI Functions		**Shift-F6**	Toggles between GUI function screens and text function screens.
Scale GUI Screens		**Shift-F7**	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.

Tools Menu

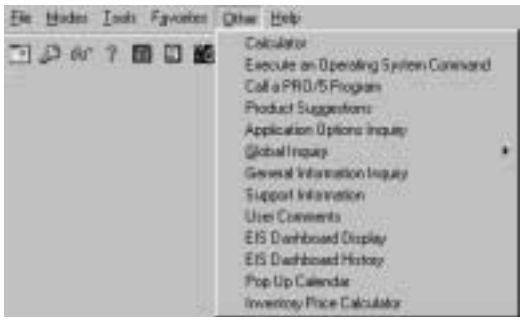


Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

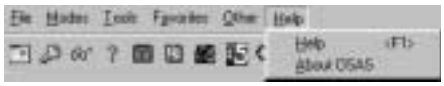
Command	Tool Button	Key	Result
Change to Favorites		**F2**	Displays the Favorites menu/Main menu. See *Graphical Favorites Menu* on page 1-35.

Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about all of the utilities on the Other menu.

Help Menu



Command	Tool Button	Key	Result
Help		**F1**	Displays descriptions of the application menus and functions.
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons

There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	Shift-F2	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F the *Resource Manager User's Manual.*

Other Graphical Menu Features

The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field

Select the company to change to from the pull-down list box.

Data Set

On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

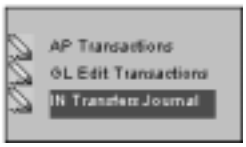
Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (**F10**)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (**F2**)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (**F5**)	Switches between your sample data and your live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (**F1**)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style



To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

You can also use the right-click menu to add a function to Favorites or to remove a function from Favorites.

Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, as well as to certain tool buttons and pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons

Tool Button	Key	Result
	F6	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	F3	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	PgUp	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	Shift-F9	Copy the contents of the current field.
	Shift-F10	Paste the contents you copied from a previous field into the current field.
		Displays the calculator screen.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	F1	Displays information about the field you are in.
		Displays the on-line documentation.

Verification Buttons

Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

Function Pull-Down Menus

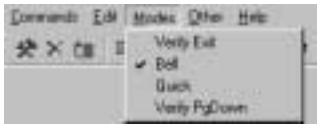
Commands Menu

Selection (Key)	Operations
Inquiry (**F2**)	Use the **Inquiry** command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (**F6**)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (**PgDn**)	Proceed to the next screen or save your entries.
Start Over (**PgUp**)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (**Up**)	Move the cursor to the previous field.
Field Down (**Down**)	Move the cursor to the next field.
Abandon (**F5**)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (**F3**)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (**Ctrl-J**)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (**F7**)	Exit from a screen or a window and disregard everything you entered.

Edit Menu

Selection (Key)	Operations
Copy (**Shift-F9**)	Copy the contents of the current field.
Paste (**Shift-F10**)	Paste the value you copied from a previous field into the current field.
Undo (**Ctrl-Z**)	Restore the contents of the current field from before you made changes to it.

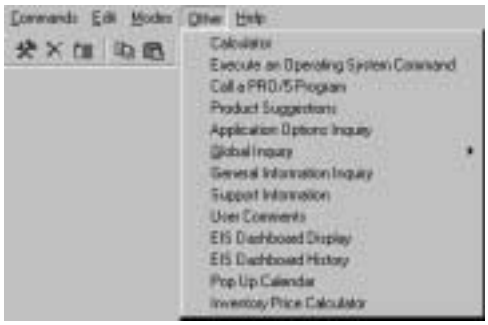
Modes Menu



Check the options you want to use.

Selection (Key)	Operations
Verify Exit	If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.
Bell	If the bell is turned on, it sounds at an error or when you must verify a command.
Quick	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.
Verify PgDown	If verification is turned on, you must press the **PgDn** key twice to proceed to the next screen or to save your entries.

Other Menu

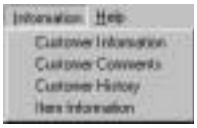


Selection	Operations
Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu

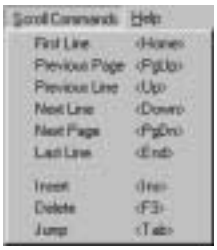
Selection (Key)	Operations
About OSAS	Displays the information about your OSAS installation.
Command Help	Displays the OSAS Key Help screen.
Help (**F1**)	Get information about the field you are working on.
Online Doc (**Shift-F1**)	Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

Scroll Commands Menu



The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)	Operations
First Line (**Home)**	Moves the cursor to the first data entry field.
Previous Page (**PgUp**)	Displays the previous page.
Previous Line (**Up**)	Moves the cursor up to the previous line.
Next Line (**Down**)	Moves the cursor down to the following line.
Next Page (**PgDn**)	Displays the following page.
Last Line (**End**)	Moves the cursor to the last data entry field.
Insert (**Ins**)	Allows the insertion of characters between preexisting entries in a field.
Delete (**F3**)	Deletes the selected characters.
Jump (**Tab**)	Moves the cursor to the next section of the screen in some functions.

Inventory Lookup Menu

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (**Shift-F3**)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (**Shift-F4**)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Detail Lookup (**Shift-F5**)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup (**Shift-F6**)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Serial Lookup (**Shift-F7**)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Description Lookup (**Shift-F8**)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry

When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these command in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	Home	Moves the cursor to the first line in a scroll region
	PgUp	Moves the cursor to the previous page of lines in a scroll region
	Up	Moves the cursor up one line
	Down	Moves the cursor down one line
	PgDn	Displays the next page of lines in the scroll region
	End	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help** (**F1**) command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the **INS** flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (**OVR** appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.

The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Resource Manager Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

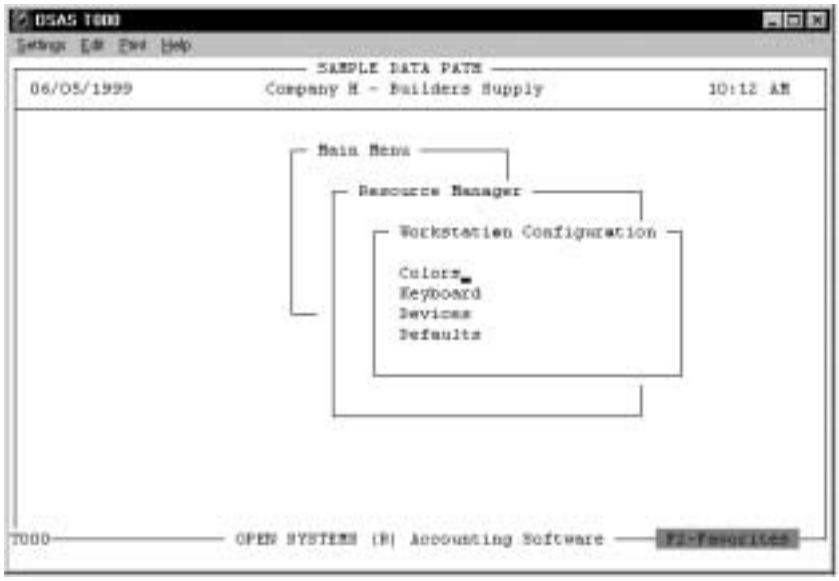
Scroll Button	Key	Result
	Home	Moves the cursor to the first key in the inquiry window.
	PgUp	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	Up	Moves the cursor up one line.
	Down	Moves the cursor down one line.
	PgDn	Displays the next page of keys in the inquiry window.
	End	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

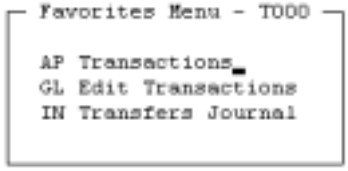
You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style



To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or **Down**	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Opens your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or **Down**	Move the cursor to the next field and accept the data entered.D
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function in the Resource Manager.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ?** < > =.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left	Move left one character.
Right	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up/Down	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed** (**OK**) command, the Output Information screen appears.

To print the report

- Select **P**rinter and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select P**r**int Preview and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select File. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

Installation and Conversion 2

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Installation

Before You Install Accounts Receivable

Make sure your system meets these minimum requirements before you install Accounts Receivable.

The Accounts Receivable system needs a minimum of 13 megabytes (13Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Accounts Receivable

Use the Install Applications function in Resource Manager (see the *Resource Manager User's Guide*) to install Accounts Receivable. No special considerations need to be made for Accounts Receivable when you use the function.

Setting up Accounts Receivable

Once you have installed Accounts Receivable on your system, you must prepare your data files for everyday use.

You can prepare files for use with Accounts Receivable in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger, Inventory, Bank Reconciliation or Job Cost with Accounts Receivable, you must set up those applications before you set up Accounts Receivable.

Accounts Receivable and Sales Order

If you plan to install Sales Order, install it immediately after installing Accounts Receivable. See the *Sales Order User's Manual* for information about installing Accounts Receivable and Sales Order at the same time.

Conversion

If you use an earlier version of OSAS Accounts Receivable, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Accounts Receivable data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of Accounts Receivable before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Tax classes, locations and groups are kept in Resource Manager (the RMCDxxx, RMTXxxx and RMGCxxx files). If you are converting Accounts Receivable from a version previous to 5.0, and you want Accounts Receivable to use the tax information from the earlier version, use the Data File Creation function on the Resource Manager files first. The Accounts Receivable conversion then moves the information from the old files to the new ones.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Before you convert an application's files, do these things:

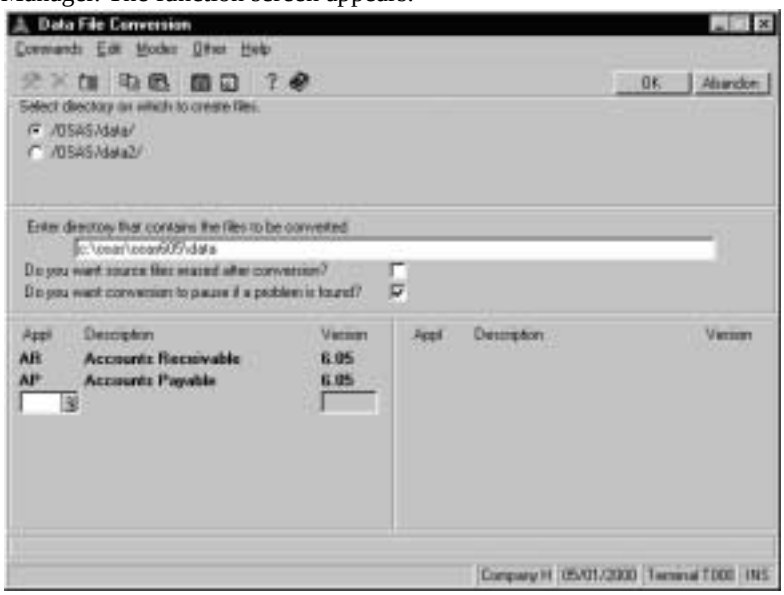
- Back up your data files.
- Make sure that no unposted transactions are in your current version.

Consider Your Setup

Before you try to convert your version of Accounts Receivable to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Converting to Version 6.1

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **AR** in the Appl column; *Accounts Receivable* appears.

6. Enter your earlier version number of Accounts Receivable, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the **Information** (**Shift-F2**) command on the menu screen.)

7. If data files already exist for Accounts Receivable in the intended destination path, the **AR data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To convert, use the **Proceed** (**OK**) command.

9. The **Do you want a printout of error log after each application**? prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Accounts Receivable files, your answer to this prompt makes no difference.

10. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

11. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with Accounts Receivable added—appears.

Setup 3

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Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully. The choices you make determine how the system operates.

To properly set up the Accounts Receivable system, you need to gather and organize your accounting data. You need the following information:

- A chart of accounts for your business
- Identification and credit information about your customers
- Previous- and current-year sales, returns, and receipts histories organized by customer
- A list of unpaid invoices organized by customer or an aging report

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

- - - - - 0
- - - - - 1
- - - - - Z
- - - - - a
- - - - 0 1
- - a - - -
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0–9)
  uppercase letters (A–Z)
  lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters. When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize customers by name, put the first characters of the name in the customer ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three customers in between.

Setup Checklist and Functions

Follow the steps below to set up the Accounts Receivable system. Each step is explained in this section. If you converted from a previous version of Accounts Receivable, you can simply verify the contents of these files instead of building the data.

1. Set up the options and interfaces for setup.
2. Build the tables.
3. Use the functions on the **Codes Maintenance** menu to build the sales/COGS and distribution accounts, terms codes, finance charge codes, and shipping methods.
4. Build the ARSRxxx (Sales Rep) file.
5. Build the RMTHxxx (Tax Location Header), RMTDxxx (Tax Location Detail), RMGCxxx (Group Code), and RMCDxxx (Tax Class Code) files in Resource Manager.
6. Build the ARPYxxx (Payment Methods) file.
7. Build the ARCUxxx (Customer) file.
8. Build the ARSAxxx (Ship-to Address) file.
9. Build the ARRExxx (Recurring Entries Detail), ARRDxxx (Recurring Additional Descriptions), and ARRHxxx (Recurring Entries Header) files.
10. Enter initial balances.
11. Set up access codes.
12. Set up a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Accounts Receivable can be interfaced with General Ledger, Contractors' Job Cost, Bank Reconciliation, and Inventory.

General Ledger

When Accounts Receivable interfaces with General Ledger, posting in Accounts Receivable makes entries in the GLJRxxx (Journal) file for transactions that affect the ledger (such as sales, cost of goods sold, inventory, freight).

Contractors' Job Cost

When Accounts Receivable interfaces with Contractors' Job Cost, posting in Accounts Receivable updates billing information in the Contractors Job Cost job and phase records. When you enter invoices, refer to the Contractors Job Cost Jobs and Phases List for Customer IDs and contract numbers.

Bank Reconciliation

When Accounts Receivable interfaces with Bank Reconciliation, deposits for sales paid with cash or checks update the BRTRxxx (Transactions) file.

Inventory

When Accounts Receivable interfaces with Inventory, accounts receivable transactions update the quantities in use in the Inventory item records, and posting in Accounts Receivable updates the item stock quantities, dates, and balances.

Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The **Options and Interfaces** screen appears.

The name of the company you are working with appears.

- Specify whether the Options table is *shared* or *owned.* (See the *Resource Manager User's Manual* for information about Options tables.)

- Enter **AR** in the **Application ID** field. The **Accounts Receivable Options** screen appears.

OSAS T080
Contractors' Accounts Receivable Options
Description Value
Interface to General Ledger? YES
Interface to Inventory? NO
Interface to Contractors' Job Cost YES
Interface to Bank Reconciliation? NO
Use Transaction Batching? NO
System Generated Batch Numbers? NO
Use Additional Descriptions? YES
Copy Additional Descriptions from Inventory? NO
Keep Detail Sales History? YES
Keep Additional Description History? YES
Keep Summary Sales History? YES
Display Unit Cost During Line Item Entry? YES
Allow Customer Level Change in Transaction Entry? YES
Allow Expired Credit Card in Payment Entry? YES
Display Quantities and Quantity Breaks During Line Entry? YES
Print Online Invoices? YES
Use Plain Paper Invoices? NO
Invoice Form Type: 8-1/2 x 11
Use Prenumbered Invoice Forms? YES
Use Plain Paper Statements? NO
Statement Form Type: 8-1/2 x 11
Print Company Information on Plain Paper Forms? YES
Post Without Printing Reports? YES
Post Detail to General Ledger? NO
Use Online Aging? YES
Apply Credits to Oldest Items? YES
Option (026 of 026)
Enter = toggle, Goto, Write
Company H
Verify

- Press **Enter** to toggle an option (for example, between **YES** and **NO**).

- Press **G** to move the prompt directly to a different option. Then enter the option number.

When you are finished selecting options, press **W** to save your entries. Then exit to the **Options and Interfaces** screen. Select another application whose options and interfaces you want to change or eixt to the **Company Setup** menu.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Accounts Receivable with General Ledger, Inventory, Contractors' Job Cost, and Bank Reconciliation.

   The interface options work independently of each other.You can respond to them with any combination of **YES** and **NO** answers.

2. Toggle to **YES** or **NO** to use transaction batching during your daily operations. You can use batching to group invoices, miscellaneous credits, and cash receipts for printing and posting. You can determine how to set up the batches (for example, by time or by workstation). If you use batches, one operator can post transactions in one batch while another operator can add or edit transactions in another batch.

3. Toggle to **YES** or **NO** to indicate whether or not you want the system to generate batch numbers. If you select **YES**, you cannot override the numbers the system assigns.

4. Toggle to **YES** or **NO** to indicate whether or not you want to enter up to 10 lines (35 characters each) of additional text for each line item on invoices, miscellaneous credits, and recurring entries. If you select **NO**, the ARDExxx (Additional Descriptions) file is not used.

5. Toggle to **YES** or **NO** to indicate whether or not you want to use additional descriptions stored in Inventory. If Accounts Receivable does not interface with Inventory or if you do not use additional descriptions, this option is set to **NO** and you cannot change it.

6. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail (line-item) sales history. If you select **NO**, the ARHIxxx (Detail History) file is not used and you cannot calculate commissions for sales reps or print the Detail History Report.

7. Toggle to **YES** or **NO** to indicate whether or not you want to keep additional description history. If you elected not to use additional descriptions, this option is set to **NO** and you cannot change it.

8. Toggle to **YES** or **NO** to indicate whether or not you want to keep summary (totals) sales history. If you select **NO**, the ARHSxxx (Summary History) file is not used and you cannot print summary history reports.

9. Toggle to **YES** or **NO** to indicate whether or not you want the unit cost of inventory items to appear when you enter line items. If Accounts Receivable does not interface with Inventory, this option is set to **NO** and you cannot change it.

10. Toggle to **YES** or **NO** to indicate whether or not you want to be able to change a customer's level when you enter transactions. If you select **YES**, you can change how a customer's billing is calculated at the time of transaction entry by assigning a different level.

11. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter an expired credit card as payment for a transaction. If you select **YES** and enter a credit card whose expiration date has passed, a warning message appears.

12. Toggle to **YES** or **NO** to indicate whether or not you want quantities and quantity breaks to appear when you enter line items.

13. Toggle to **YES** or **NO** to indicate whether or not you want to be able to print invoices online as you enter them. If you select **NO**, you can print invoices only in a group after you have entered them.

14. Toggle to **YES** if you want to use plain paper invoices. Toggle to **NO** if you want to use forms.

15. If you elected to use forms for invoices, toggle to **LASER, 8 1/2 x 11,** or **STANDARD** to indicate the type of invoice form you use.

16. Toggle to **YES** or **NO** to indicate whether or not you want to use prenumbered invoice forms. If you select **YES**, the system overwrites invoice numbers you enter. If you select **NO**, the system uses the invoice numbers you enter.

17. Toggle to **YES** if you want to use plain paper statements. Toggle to **NO** if you want to use forms.

18. If you elected to use forms for statements, toggle to **LASER, 8 1/2 x 11,** or **STANDARD** to indicate the type of statement form you use.

19. Toggle to **YES** or **NO** to indicate whether or not you want to print company information on plain paper forms.

20. Toggle to **YES** or **NO** to indicate whether or not you want to be able to post data without printing reports.

21. Toggle to **YES** if you want to post line-item detail to General Ledger. Toggle to **NO** if you want to post only summary information.

22. Toggle to **YES** or **NO** to indicate whether or not you want to be able to age invoices online directly in the ARCUxxx file. If you select **YES**, invoices for open invoice customers will be aged in the **Customers** function and in the **Information Inquiry Customers and Open Invoices** function. Invoices for all customers will be aged in the **Periodic Maintenance** and the **Post Transactions** functions. If you select **NO**, the invoices are aged for all customers when you post and when you use the **Periodic Maintenance** function.

23. Toggle to **YES** or **NO** to indicate whether or not you want to apply credits to oldest items first for statements.

Tables

Tables store information relating to the system, data, options, and default settings for other applications.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table. For example, in the ARGLxxx table, the system always treats the account on the first line as the cash receipts account and the account on the second line as the discount account.

You can set up the ARGLxxx, ARPDxxx, DUNxxx, and FORMxxx tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

For example, you can set up table ARGL for companies that post accounts receivable transactions to the same general ledger accounts; and you can set up table ARGLA01 for company A01, ARGLB01 for company B01, and so forth if those companies post accounts receivable transactions to different general ledger accounts.

These tables are identified by a four- or five-character prefix and a three-character suffix. The prefix is the table name—ARGL for general ledger accounts, for example. The suffix is a company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table ARGLA01, company A01 uses the ARGL table.

The DFxxxx table (Defaults) and each Quick-Entry table (QExxxx, QH1xxxx, QH2xxxx, QIxxxx, and QMxxxx) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—DF for Defaults, QI for Quick-Entry Invoices, and so forth. The suffix is a terminal ID, a company ID, or a systemwide table (without a suffix).

You can set up the Defaults and Quick-Entry tables for the following situations:

- Assign each table to a particular terminal. For example, you can assign table DFT001 to terminal T001.
- Assign each table to all terminals in a particular company. For example, you can assign table DFA to all terminals in company A.
- Set up each table as a general table for several companies to use. For example, you can set up table DF for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table DF. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table DF. No table has the label DFA or DFB. Company C01 can have table DFC, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table, for example, terminal T001 has table DFT001.

Note

If you use terminal T001 in company A01 and in company C01, the DFT001 table applies in both situations regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company you are working in. If it cannot find one, it uses the systemwide table. For example, if you are using quick entry to enter an invoice for company A01 on terminal T001, the system first looks for QIT001. If it cannot find table QIT001, it looks for QIA. If it cannot find table QIA, it uses the systemwide table QI.

If the system cannot find any applicable table (perhaps because the systemwide table was accidentally deleted), an error message appears and you must rebuild the table.

Codes

Use the **Codes Maintenance** functions to set up information about sales/COGS accounts, distribution accounts, terms of payment, shipping methods, payment methods, and finance charge codes. The codes serve as a shorthand method of entering information.

See Chapter 11 for information about these codes.

Sales Reps

The ARSRxxx file stores information about each person who is paid a commission on sales entered in Accounts Receivable. If you plan to use the commission system, you must set up sales rep records (see page 10-25) and elect to keep sales history in the Resource Manager **Options and Interfaces** function before you begin processing in Accounts Receivable.

For each sales rep, you must specify several pieces of information:

- Personal information
- Commission rate
- Whether the commission is a percent of gross profit or net sales
- Whether the commission is based on booked sales or paid invoices
- Whether the commission is based on any combination of line items, tax, freight charges, and miscellaneous charges

When you enter an invoice, you can specify one or two sales reps who receive the commission and the percentage of the sale that each rep's commission rate (from the ARSRxxx file) is based on.

For example, sales rep A receives a 30 percent commission on line items. The commission is based on net sales, and the sales rep receives it when an invoice is paid. For invoice 55, the total of the line items is $10,000. Sales rep A receives a commission on 40 percent of the sale. Tthe commission from the other 60 percent of the sale goes to sales rep B. For sales rep A, the commission is based on $4000. The commission is $1200 ($4000 times 30 percent). A similar process is used to calculate the commission of sales rep B.

The Commissions Report shows sales information for sales reps. Only the amount of paid commissions is shown. If an invoice has been partially paid, the commission for the paid portion is adjusted proportionally.

In the example above, if $8000 (80 percent) of the invoice were paid so far, the commission in the Commissions Report for sales rep A would be $960, or 80 percent of the $1200. The report shows the commission on the remaining $2000 (20 percent) when the remaining amount is paid.

If you assess the customer a finance charge for a late payment, you can base the sales rep's commission on the updated amount. In the example above if $2000 had yet to be paid and you assigned an extra $200 to the charge, the sales rep would get a commission from $2200 (22 percent) when the remaining amount was paid.

Tax Groups

If you plan to accumulate tax for the authorities to which you pay sales tax, set up the tax groups before you enter transactions. See the *Resource Manager User's Manual* for information about setting up tax groups.

When you set up the system, enter the taxable sales, nontaxable sales, and tax collected. These fields are updated when you post sales.

The sales tax calculation is based on tax classes and the tax group. You assign tax classes to inventory items, and you assign tax groups to customers or the ship-to address to a transaction.

In addition, each customer record has a Taxable flag. The flag can serve as an override. No tax is levied for a customer whose **Taxable** flag is set to **NO**.

Payment Methods

Use the **Payment Methods** function (see page 11-11) to establish codes for the methods of payment you honor. The codes serve as a shorthand method of specifying how the customer is to pay the invoice.

Use the payment types to set up payment methods. The payment types you can use (cash, check, credit card, write-offs, and other) are provided by the system. You must enter payment method codes and assign payment types to them.

For example, you can set up one code for personal checks and another code for corporate checks. You can assign the **check** payment type to each code but assign different information to each code. You might also set up codes for three credit cards. You can assign the **credit card** payment type to each code but assign different information to each code.

The system treats the amounts for payment types **cash** and **check** the same. However, when you use a code that is assigned the payment type **check**, you must also enter a check number.

When you use the payment type **credit card**, set up the credit card company as a customer, because you ultimately get the money from the credit card company. To identify the credit card company, enter **C** in the **Group Code** field on the **Customers General Information** screen.

Customers

Use the **Customers** function (see page 10-3) to build the ARCUxxx file. You must build the file before you begin processing Accounts Receivable transactions.

General Information

Enter each customer's name, address, attention line, phone and fax numbers, contact, and class. Many reports can be sorted by ID, so the way you enter IDs is important.

Then enter the sales rep who usually sells to the customer, the territory the customer is located in, and the codes for the customer's usual payment terms.

The group code for a customer that is a credit card company (such as VISA or MasterCard) is **C**. No history is saved for credit card companies. The history of the transactions involved is assigned to the customer who used the credit card.

You can set up recurring entries for regular customers with a group code from **0** through **9**. When you copy these recurring entries, an invoice is created for each customer with that group code.

The **Stmt Code** field determines whether the customer should receive only statements, only invoices, both statements and invoices, or neither statements nor invoices.

Customers that do not receive invoices are skipped when you print invoices. Customers that do not receive statements are skipped when you print statements. (If you elected to print invoices online in the Resource Manager **Options and Interfaces** function, you can still print an invoice online for a customer that does not receive invoices.)

You set up customers as **open invoice** or **balance forward** accounts. For open invoice accounts, you keep detailed information about the invoices in the ARINxxx (Open Invoice) file and apply payments to individual invoices. For balance forward accounts, you keep summary information about the invoices in the ARINxxx file and apply payments to the total balance due. If you have both open invoice and balance forward accounts, the customer's account type determines which information you enter for the customer.

The distribution code you enter determines the general ledger accounts that are used to post accounts receivable, freight, and miscellaneous charges to the general ledger.

If the customer does not accept partial shipments, enter **N** into the **Partial Ship?** field. A message appears if you enter backorder quantities for a customer that does not accept partial shipments.

You can enter a default tax group (which is used to calculate sales tax on transactions) for the customer. Next, designate transactions for the customer as taxable or nontaxable. If the customer is nontaxable, enter the customer's tax exemption ID.

You can also enter the customer's e-mail and web site addresses.

Credit and Balance Information

You can enter a default method of payment for the customer.

If you assess finance charges for a customer, enter **Y** in the **Fin Charge** field and enter the applicable Finance Charge Code. When you run the **Calculate Finance Charges** function, the **New Fin Chg** field is updated if the customer has an overdue invoice. The finance charge is based on the information in the ARFCxxx (Finance Charge Codes) file.

When you run the **Periodic Maintenance** function, the amount in the **New Fin Chg** field is added to the amount in the **Unpaid Fin Chg** field. Then the **New Fin Chg** field is cleared.

Note

When you set up customer records, do not enter amounts in the **New Fin Chg** and **Unpaid Fin Chg** fields. They are updated when you set up initial balances.

You can enter a credit limit for the customer, and you can put customers on credit hold. Then when you enter invoices, a warning message appears if the amount the customer is putting on credit is greater than the customer's credit limit or if the customer is on credit hold. (You cannot enter an invoice for a customer that is on credit hold.)

Balance Information

You can assign three types of balance information to a customer: finance charge information, money owed, and unapplied credits. Enter finance charge information, money due in the aging buckets presented, and unapplied credits you want subtracted from the overall balance. You must enter unapplied credits as negative numbers so that balances will be correct when you use the **Build Open Invoice File** function.

This information is updated when you enter and post accounts receivable transactions.

Credit Card Information

The ARCMxxx file can store multiple credit card numbers, cardholder names, and expiration dates for each customer. You can elect to verify credit cards entered in transaction and cash receipts entry against the list, or to maintain the list as a reference only.

Historical Information

The ARCUxxx file stores sales and payment information for the current period, the current quarter, and the current and previous year. It also stores the date, amount, and invoice number of the last sale to the customer and the date, amount, and check number of the customer's last payment.

Customer payment history for the last 12 periods is tracked in the **Credit Status** field. The field is 12 characters long, and each character corresponds to one of the 12 periods—the first position is the current period, and the twelfth position is the oldest period.

The numbers **0** through **4** are used:

- The number **0** means that all invoices were paid within 30 days or no activity took place.
- The number **1** means that an invoice was 31 to 60 days overdue.
- The number **2** means that an invoice was 61 to 90 days overdue.
- The number **3** means that an invoice was 91 to 120 days overdue.
- The number **4** means that an invoice was over 120 days overdue.

The **Credit Status** field is updated when you do periodic maintenance.

Customer Comments

You can enter comments about customers on the **Customer Comments** screen. When you enter accounts receivable transactions, you can use the **Shift+F2** command to access a customer's comments.

Comments are stored in the ARCCxxx (Customer Comments) file, not in the ARCUxxx file.

For more information about entering customer records, refer to the **Customers** function (see page 10-3).

Ship-to Addresses

Use the **Ship-to Addresses** function (see page 10-23) to build the ARSAxxx file. Ship-to numbers are a shorthand method of entering addresses of places where you want goods to be shipped. When you enter invoices and credit memos, you can enter the ship-to address number, and the shipping information appears.

You can assign 999,999 ship-to numbers to a customer record in the ARCUxxx file.

Recurring Entries

If some individual customers or groups of customers regularly have the same billing requirements, you can set up the invoices in the ARRExxx, ARRDxxx, and ARRHxxx files and then copy them to the ARTHxxx and ARTDxxx files when they come due.

Note

You can set up only noninventory recurring entries.

Group Codes

When you set up customer records, you assigned a group code to each customer. Use the group codes to set up recurring entries for groups of customers. For example, if you bill group code **4** customers $50 every month, you enter ***4** in the **Sold to** field. The asterisk indicates that the entry is a group recurring entry. When you use the **Copy Recurring Entries** function, the system creates an invoice for every customer with group code **4**.

Run Codes

The run code is a unique number that you assign to each recurring entry. You copy recurring entries to the ARTDxxx and ARTHxxx files by run codes.

If you do not want to copy an entry to the ARTDxxx and ARTHxxx files after a particular date, enter a cutoff date for it.

You can use the **Periodic Maintenance** function (see page 9-7) to purge entries from the ARRHxxx and ARRExxx files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the ARRDxxx, ARRHxxx, and ARRExxx files.

Initial Balances

You can use the summary method, the detail method, or a combination of the summary and detail methods to set up the initial customer balances and open invoices.

Summary Method

The summary method is quicker than the detail method, but it does not provide complete sales history. First, enter a balance in each customer record for the quarter-, period-, and year-to-date and last-year balances and credit and payment history. Then enter outstanding balances.

If you elected to use online aging in the Resource Manager **Options and Interfaces** function, turn the option off before you enter beginning balances.

The summary method consists of the following steps:

1. Enter the unpaid finance charges and outstanding invoice amounts for the current period and the four aging periods, and enter credit and payment history.

2. Use the **Build Open Invoice File** function (see page 10-53) to build an invoice for each unpaid finance charge, current amount due, and balance in an aging period.

Detail Method

The detail method provides complete sales history, but it is more time-consuming than the summary method. You must enter the year-to-date transactions in the ARINxxx file and post them to the appropriate periods.

The detail method consists of the following steps:

1. Use the **Transactions** (see page 5-3) and **Cash Receipts** (see page 5-23) functions to enter the year-to-date accounts receivable transactions. Then post the transactions to the appropriate periods.

2. Calculate finance charges on overdue invoices. The customer records are updated with these amounts.

Combination Method

The combination method, a blend of the summary and detail methods, is less time-consuming than the detail method, but it does not provide a complete sales history. You enter summary balances for transactions that are no longer outstanding and build open invoices for balances that are still outstanding.

The combination method consists of the following steps:

1. Use the **Customers** function to enter summary balances for transactions that are no longer outstanding for the current period and for each aging period, and enter credit and payment history.

2. Use the **Build Open Invoice File** function (see page 10-53) to build one invoice for each unpaid finance charge, current amount due, and balance in an aging period.

3. Use the **Transactions** (see page 5-3) and **Cash Receipts** (see page 5-23) functions to enter open transactions. Then post them to the appropriate accounts and customer records.

4. Calculate finance charges on overdue invoices. The customer records are updated with these amounts.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager **Access Codes** function to set up access codes on your system. You can set up access codes for the Accounts Receivable system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Accounts Receivable data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Accounts Receivable application itself, each of the Accounts Receivable menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual.*

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Accounts Receivable data files whenever they change—every day or every week—and before you run the **Post Transactions**, **Periodic Maintenance**, **Purge Customer Comments**, and **Purge Selected Files** functions.

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Diskettes

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup diskettes, keeping one set off-site.

Use Resource Manager

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed. If you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Information Inquiry 4

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Introduction

Use the functions in this chapter to look at information about customers, invoices, and history. You cannot use Information Inquiry functions to add or change information.

Before you post information, you can use these functions at any point in your work cycle to view customer information.

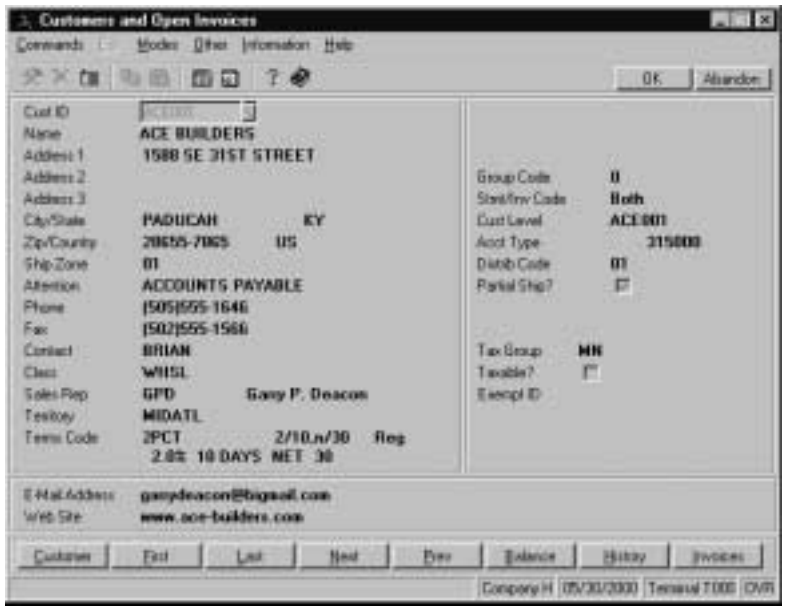
After you post information, the information becomes historical. You can use the Summary History function if you elected to keep summary history in the Resource Manager Options and Interfaces function. You can use the Detail History function if you elected to keep detail history in the Resource Manager Options and Interfaces function.

Customers and Open Invoices

Use the Customers and Open Invoices function to look at customer records and open invoices. This information is displayed from the ARCUxxx (Customer) file and the ARINxxx (Open Invoice) file.

Customers and Open Invoices Screen

Select **Customers and Open Invoices** from the Information Inquiry menu. The customers inquiry screen appears.



Inquiry

1. Enter the ID of the customer whose information you want to look at, or press **Enter** to look at information about the first customer.

2. Use the commands on the command bar to find the information you need:

   Customer, **First**, **Last**, **Next**, **Prev**, **Balance, History**, **Invoices**

Looking at a Different Customer Record

To look at a different customer record, press **C**. Then enter the customer ID.

To look at the first customer record on file, press **F**.

To look at the last customer record on file, press **L**.

To look at the next customer record on file, press **N**.

To look at the previous customer record on file, press **P**.

Looking at Customer History

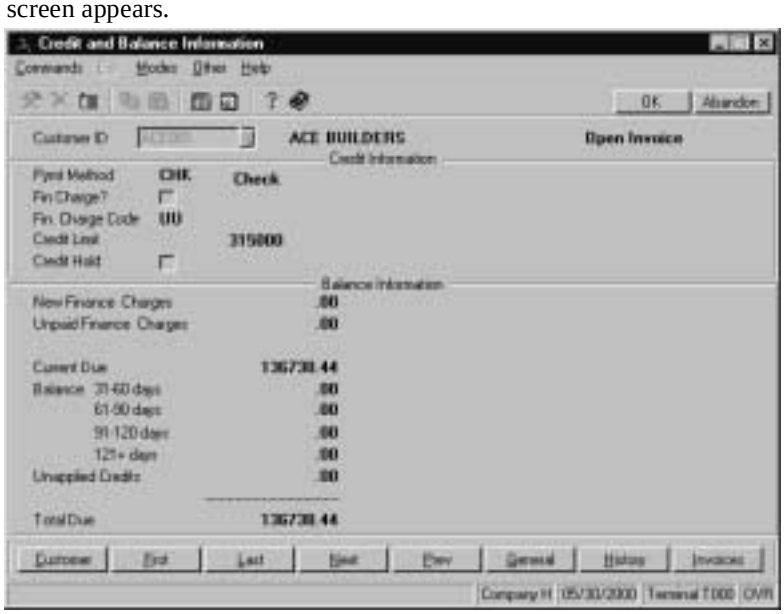
To look at the sales and payment history for the customer, press **H**. The customer history inquiry screen appears.

The information displayed comes from the ARCUxxx file and is entered in the Customers function (see page 10-3).

When you are finished looking at the information, press **G** to return to the customer General Information inquiry screen, **B** to view the customer's balance information, or **I** to scan the customer's open invoices

Looking at Customer Balances

To look at the balances for the customer, press **B**. The customer history inquiry screen appears.

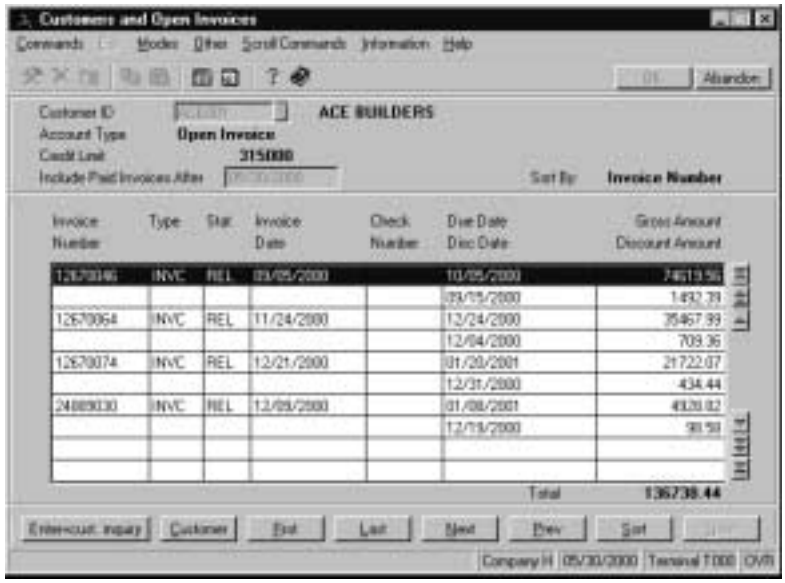


The information displayed comes from the ARCUxxx file and is entered in the Customers function (see page 10-3).

When you are finished looking at the information, press **G** to return to the customer General Information inquiry screen, **H** to view the customer's historical information, or **I** to scan the customer's open invoices.

Finding Invoices for a Customer

To scan invoices for the customer you selected, press **I**. The invoices inquiry screen appears.



Use the commands on the command bar to find the information you need:

Enter = cust inquiry, **Customer**, **First**, **Last**, **Next**, **Prev**, **Sort, Goto**

- To return to the customer inquiry screen, press **Enter**.
- To look at open invoices for a different customer or to change the date in the Include Paid Invoices After field, press **C**. Then enter the customer ID or date, respectively.
- To look at open invoices for the first customer on file, press **F**.
- To look at open invoices for the last customer on file, press **L**.
- To look at open invoices for the next customer on file, press **N**.

- To look at open invoices for the previous customer on file, press **P**.
- To sort the invoices a different way—by invoice number (the default) or invoice date—press **S** until the sort option you want appears and the invoices are displayed in the order you want.
- To move the prompt to a different invoice number, press **G**. Then enter the invoice number. (This command appears only if there is more than one screen of invoice numbers.)

When you are finished looking at the customer's open invoices, press **Enter** to return to the customer inquiry screen. Then press **C** to look at information for a different customer, or exit (**F7**) to the Information Inquiry menu.

Open Invoices

Use the Open Invoices function to look at the open invoices that are on file for a customer. This information comes from the ARCUxxx (Customer) file and the ARINxxx (Open Invoice) file.

The main difference between this function and the Customers and Open Invoices function is that this function provides information only about open invoices and associated customers, not about customers that do not pertain to invoices. For example, you cannot use this function to find a customer's address.

To add to or change this information, use the Customers function (see page 10-3) or the Transactions function (see page 5-3).

Open Invoices Screen

Select **Open Invoices** from the Information Inquiry menu. The inquiry screen appears.

Inquiry

1. Enter the ID of the customer whose open invoices you want to look at, or press **Enter** to look at information about the first customer.

2. Use the commands on the command bar to find the information you need:

   Customer, **First**, **Last**, **Next**, **Prev**, **Sort, Goto**

   To look at open invoices for a different customer or to change the date in the Include Paid Invoices After field, press **C**. Then enter the customer ID or date, respectively.

   To look at the first customer record on file, press **F**.

   To look at the last customer record on file, press **L**.

   To look at the next customer record on file, press **N**.

   To look at the previous customer record on file, press **P**.

   To sort the invoices a different way—by invoice number (the default) or by invoice date—press **S** until the sort option you want appears and the invoices are displayed in the order you want.

   To move the prompt directly to a different invoice, press **G**, and enter the invoice number. (This command appears only if there is more than one screen of invoices.)

When you are finished looking at the customer's open invoices, use the **Exit** (**F7**) command to return to the Information Inquiry menu.

Detail History

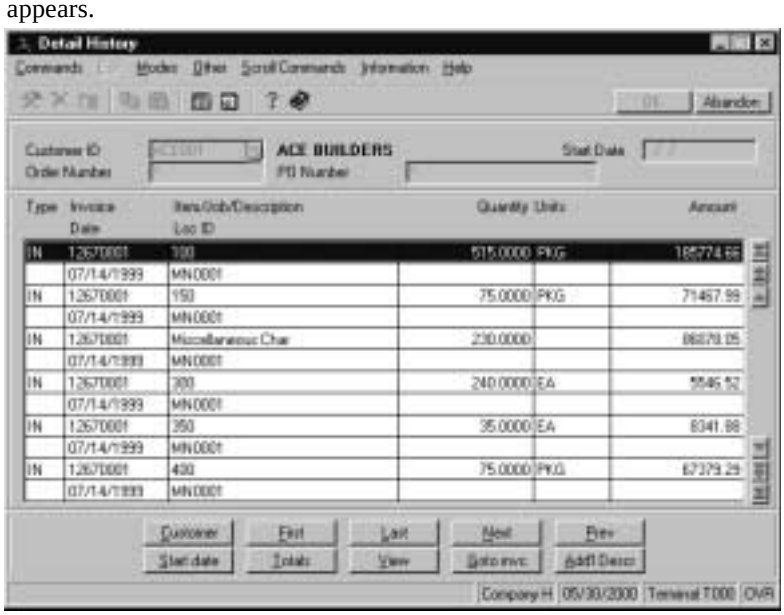
Use the Detail History function to look at past sales and payment information in terms of individual invoices. This information comes from the ARHIxxx (Detail History) file.

This function is available only if you elected to keep detail history in the Resource Manager Options and Interfaces function.

To add to or change this information, use the Customers function (see page 10-3).

Detail History Screen

Select **Detail History** from the Information Inquiry menu. The inquiry screen appears.



Inquiry

1. Enter the ID of the customer whose history you want to look at.

Inquiry

2. Enter the order number you want displayed. You can use wildcards (***** or **?**) to expand or restrict the order numbers included in the display.

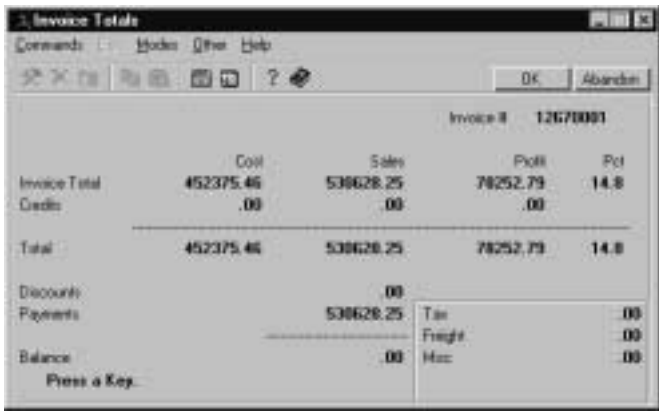
3. Enter the purchase order number you want displayed. You can use wildcards (***** or **?**) to expand or restrict the purchase order numbers included in the display.

4. Use the commands on the command bar to find the information you need:

   Customer, **First**, **Last**, **Next**, **Prev**, **Start date**, **Totals**, **View**, **Goto invc**

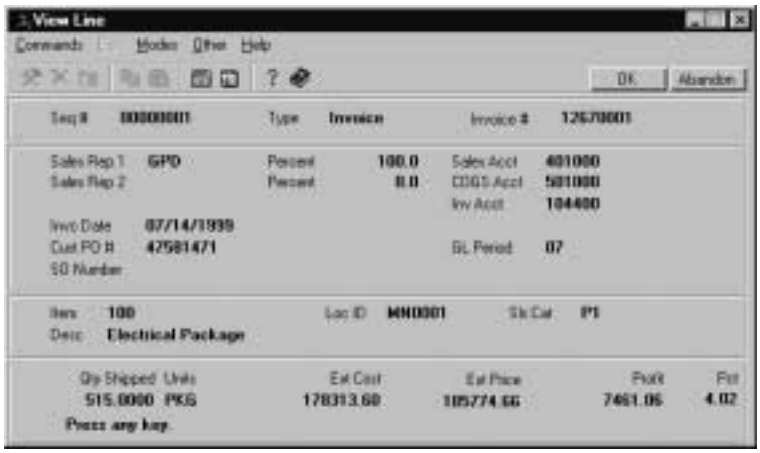
   - To look at a different customer record, press **C**. Then enter the customer ID. (If a customer has been deleted from the ARCUxxx file but has records in the ARHIxxx file, you can look at the records for the customer if you know the ID. Ignore the **Customer Is Not on File** message.)
   - To look at the first customer record on file, press **F**.
   - To look at the last customer record on file, press **L**.
   - To look at the next customer record on file, press **N**.
   - To look at the previous customer record on file, press **P**.
   - To look at the customer's history from a particular date to the current date, press **S**, and then enter the start date.

- To look at invoice totals for the customer, press **T**. The invoice number, subtotal, sales tax, freight, and miscellaneous charges appear:



Press any key to return to the Detail History screen.

- To look at an expanded summary of the invoice, press **V.** Additional information about the invoice (general ledger account and period, purchase order number and date, and quantity shipped) appears in the View Line window:



Press any key to return to the Detail History screen.

- To move the prompt to a different invoice number, press **G**. Then enter the number, or exit to the Detail History screen. (This command appears only if there is more than one screen of invoice numbers.)

When you are finished looking at history, exit to the Information Inquiry menu.

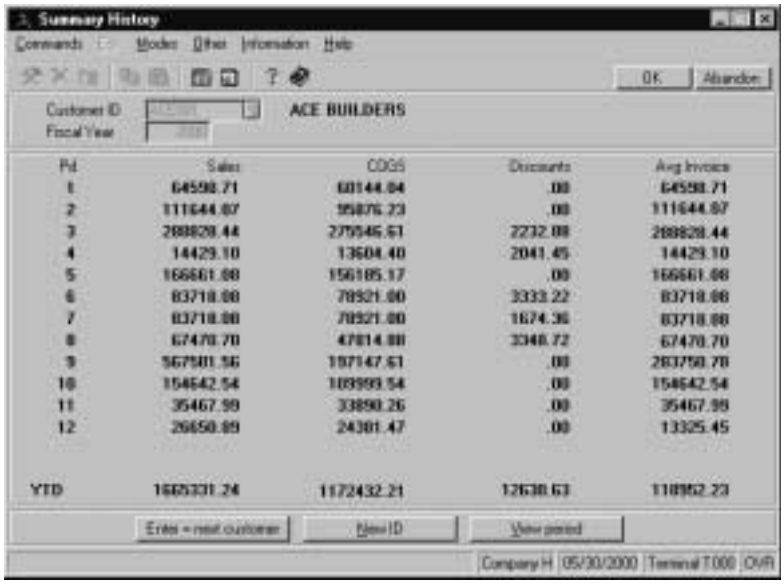
Summary History

Use the Summary History function to look at past sales and payment information associated with customers. This information comes from the ARHSxxx (Summary History) file.

To add to or change this information, use the Customers function (see page 10-3) or the Transactions function (see page 5-3).

Summary History Customer Inquiry Screen

Select **Summary History** from the Information Inquiry menu. The Summary History customer inquiry screen appears.



Inquiry

1. Enter the ID of the customer whose history you want to look at.

2. The current fiscal year from the ARPDxxx table is displayed. Accept it, or enter the fiscal year whose history you want to look at. The customer's sales, cost of the goods sold to the customer, discounts taken and lost, average amount of the invoice during the specified fiscal year, and year-to-date totals appear.

3. Use the commands on the command bar to find the information you need:

   Enter = next customer, **New ID**, **View period**

Looking at History for a Different Customer

To look at the next customer record, press **Enter**.

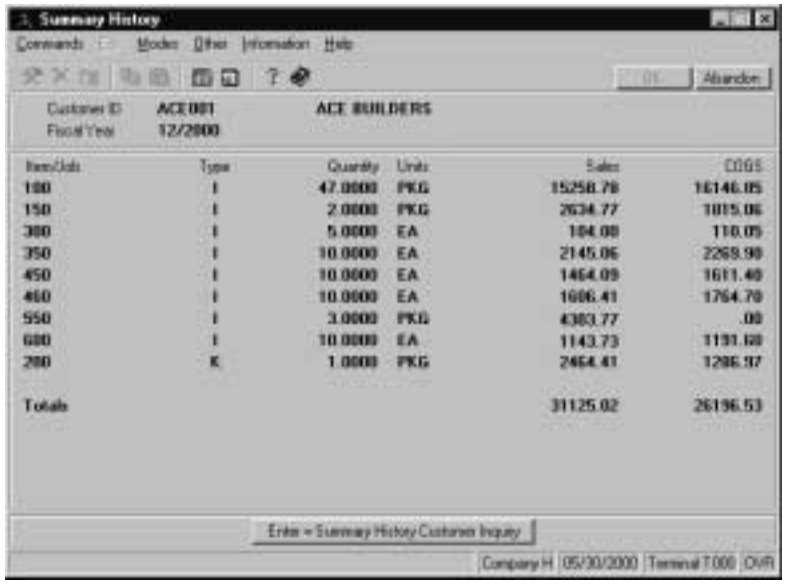
To look at a different customer record, press **N**. Then enter the customer ID and fiscal year.

Looking at History for a Particular Period

To look at the customer's summary history for a particular period, press **V**. Then enter the period whose summary history you want to look at.

If you did not elect to keep summary history in the Resource Manager Options and Interfaces function for a period, you cannot look at customer history for that period.

If you keep summary history, the Summary History item inquiry screen appears.



The item number or job number, type of sale (I or J), quantity, units, and sales and COGS amounts are displayed for each item sold during the period. The total sales and COGS amounts are displayed for each period.

If you made more sales to the customer in this period than the screen can show, enter **M** to view more history.

When you are finished looking at the item and job history, press **Enter** to return to the Summary History customer inquiry screen.

Daily Work 5

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Introduction

Use the Daily Work functions to record sales you made to a customer.

If you sold goods to a customer that is not associated with a recurring entry, use the Transactions function. If the customer is associated with a recurring entry, use the Copy Recurring Entries function. The information about recurring entries is copied to the ARTDxxx and ARTHxxx (Transaction) files.

Use the Cash Receipts function to apply payments to on-account balances. Then use the Edit Cash Receipts function to edit cash receipt information. This information is kept in the ARCRxxx (Cash Receipts) file.

If you want to deal with transactions in batches and you elected to use batches in the Resource Manager Options and Interfaces function, you can use the Change Batches or Batch Control functions.

Transactions

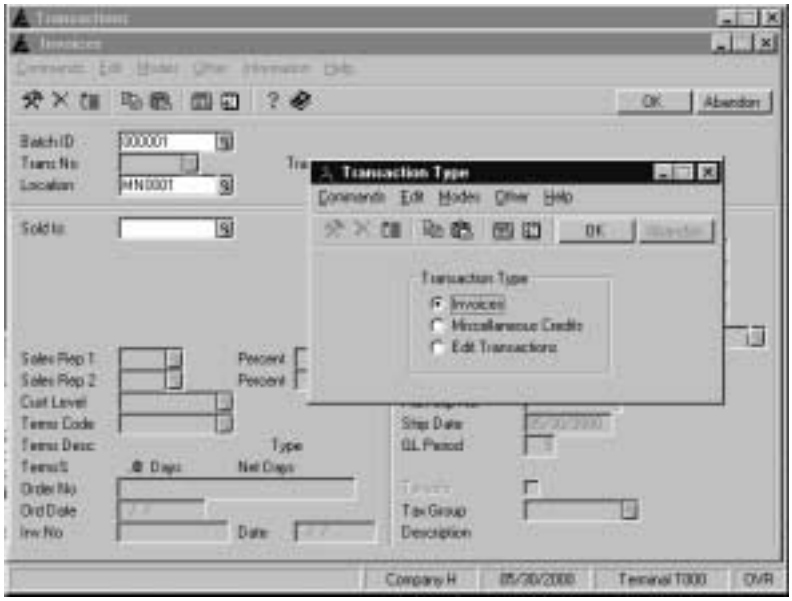
Use the Transactions function to enter customer invoices, cash invoices, and miscellaneous credits or to edit transactions. The transactions are stored in the ARTDxxx and ARTHxxx (Transaction) files until you post them to the ARINxxx (Open Invoice) file. If you enter payments for the transaction, the payment information is stored in the ARCRxxx (Cash Receipts) file until you post it to the ARINxxx file.

You can enter a transaction independently of when you assign payments to it. You can enter a transaction before receiving any payment, having received partial payment, or having received the entire payment.

After you finish entering an invoice, you can print it online if you elected to print online invoices in the Resource Manager Options and Interfaces function. You can print online invoices for any customer, even if the record does not require that the customer receive invoices. If an invoice has been printed online it cannot be printed again through the Print Invoices function.

Transaction Type Menu

Select **Transactions** from the Daily Work menu. A menu appears.



Select the type of transaction you want to work with:

- enter invoices or initial balances
- credit a customer's account for returned goods
- change or delete unposted invoices and miscellaneous credits

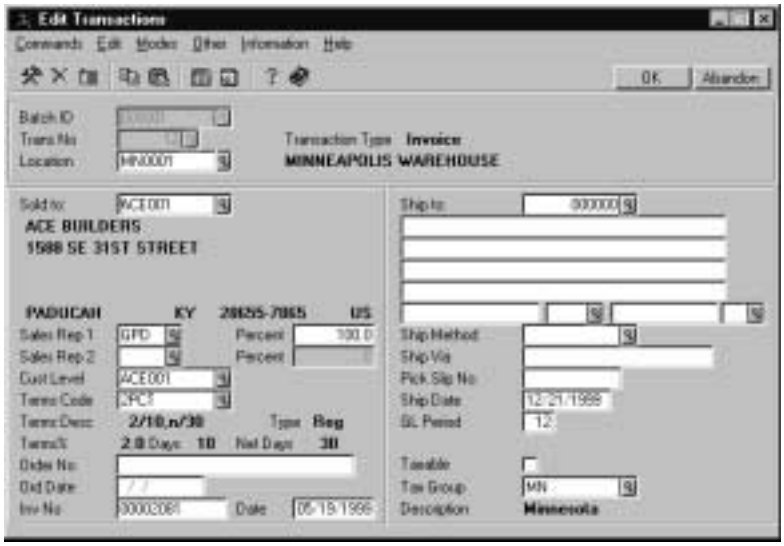
Before you change or delete transactions, print the Sales and Miscellaneous Credits Journals so that you have the correct transaction numbers. After you change or delete transactions, print the journals again so that the audit trail is accurate.

The explanations for entering and changing invoices in this section also apply to miscellaneous credits. The only difference between entering miscellaneous credits and entering invoices is that figures are credited instead of debited. The only difference between editing transactions and entering invoices or miscellaneous credits is that you are working with existing information.

All the Transaction Type menu options have a header screen, a line-item entry screen, a main scroll region screen, and a totals information screen; and they all have the same fields.

Header Information Screen

After you make your selection from the Transaction Type menu, the header screen appears.



	Field	Description
Inquiry **Maint**	Batch ID	If you elected to have the system assign batch numbers in the Resource Manager Options and Interfaces function, the batch number is displayed. Otherwise, enter the number of the batch the transaction belongs to, or press **Enter** to skip this field. You cannot use the number of a batch that another workstation is using. If you use the **Maintenance** (**F6**) command, the Batch Control function is temporarily called up.
Inquiry	Trans No	The system assigns a unique number to each transaction.

	Field	Description
		To change a transaction, enter the number of the transaction. To delete the entire transaction, use the **Delete** (**F3**) command.
Inquiry **Maint**	Location	If you entered a default location ID when you set up the company, the ID is displayed. If you change the ID of the location you are selling the items from, the description of the location appears for verification. If you did not enter a default location ID, enter the ID of the location you are selling the items from.
Inquiry **Maint**	Sold to	Enter the ID of the customer you are selling goods to or entering credits for. If you use the **Maintenance** (**F6**) command, the Customers function is temporarily called up. (You cannot use the **Maintenance** command to delete customer records.) After you enter the ID, the customer's name and address appear. If the customer is on credit hold, a message which states that fact appears. Press **Enter** to remove the message.
Inquiry **Maint**	Sales Rep 1/Percent	Accept the displayed ID of the sales rep who usually sells to the customer, or enter a different ID. Then enter the percentage of the sale on which you want to base the sales rep's commission, or press **Enter** to base the commission on 100 percent of the sale. If you are entering a miscellaneous credit, enter the commission percentage the sales rep received on the original sale.
Inquiry **Maint**	Sales Rep 2/Percent	Enter the ID of the second sales rep involved with the transaction, or press **Enter** to skip this field. If you entered an ID, enter the percentage of the sale you want to base the sales rep's commission on, or for miscellaneous credits, enter the commission percentage the sales rep received on the original sale.

	Field	Description
		The sum of the commission percentages cannot exceed 100.
Inquiry Maint	Cust Level	If you assigned a customer level in the customer record, it is displayed. You can enter a different customer level only if you elected that option in the Resource Manager Options and Interfaces function. If Accounts Receivable is interfaced to Inventory and you use the **Maintenance** (**F6**) command, the Inventory Customer Levels function is temporarily called up. If you are entering a miscellaneous credit, enter the customer level from the original invoice.
Inquiry Maint	Terms Code	Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms Codes function is temporarily called up. (You cannot use the **Maintenance** command to delete terms codes.) After you enter the code, the description and percent for the payment terms of the transaction appear. If you are entering a miscellaneous credit to reverse an invoice, accept the displayed terms percentage and number of days, or enter the terms that were used for the original invoice.
	Order No	To identify the transaction, enter the sales order number or the customer's purchase order number.
	Ord Date	If you entered an order number, enter the order date.

Field	Description
Inv No	If you assigned an invoice number to the transaction, enter the number. If you enter an invoice number and then print the online invoice, the number you enter here is used. If you use the Print Invoices function instead, a different number is assigned to the invoice. If you elected not to use prenumbered invoices in the Resource Manager Options and Interfaces function, existing invoice numbers will not be overwritten. If you elected to use prenumbered invoices, your invoice numbers will be overwritten. If you frequently assign invoice numbers before entering the transactions, print the Sales Journal (see page 6-9) before and after you print invoices to check for differences in the numbers. The invoices and the ARINxxx file must agree so that customer payments are applied correctly. If you are reversing an incorrect invoice, enter its number.
Inv Date	If you entered an invoice number, enter the invoice date.
Inquiry **Maint** Ship to	Enter the shipping address code. If you use the **Maintenance** (**F6**) command, the Ship-to Addresses function is temporarily called up. (You cannot delete ship-to addresses that you access through the **Maintenance** command.) After you enter the code, the address appears if the code is in the ARSAxxx (Ship-to Address) file. Accept it, or enter a different address. You can skip the Ship To field and still enter shipping information in the fields immediately following it. You can enter four lines of address information, a city, state, zip or postal code, and country code. You might want to enter information in these fields if the ship-to code is not on file and you do not want it on file, but you still want to enter new data for the transaction.

	Field	Description
		If you are entering a miscellaneous credit, you can skip this field.
Inquiry **Maint**	Ship Method	Enter the code for the shipping method.
	Ship Via	If you entered a shipping address code, the means of shipment is displayed. Accept it, or enter a different means. If the shipping code you entered is not on file, enter the means of shipment. If you are entering a miscellaneous credit, you can skip this field.
	Pick Slip No	Enter a picking slip number, or press **Enter** to skip this field. If you are entering a miscellaneous credit, you can skip this field.
	Ship Date	If you entered a picking slip number, enter a shipping date, or press **Enter** to skip this field. If you are entering a miscellaneous credit, you can skip this field.
	GL Period	Press **Enter** if you want to post the transaction to the displayed period, or enter a different period. If you enter an invoice in one period and then ship it in a different period, the GL period is adjusted accordingly.
	Taxable	If any part of the transaction is taxable, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

	Field	Description
Inquiry Maint	Tax Group	Enter the group where the tax is to be applied— even if the transaction is not taxable. If you use the **Maintenance** (**F6**) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description of the group appears.
	Description	Accept the displayed description of the tax group, or enter a different description.

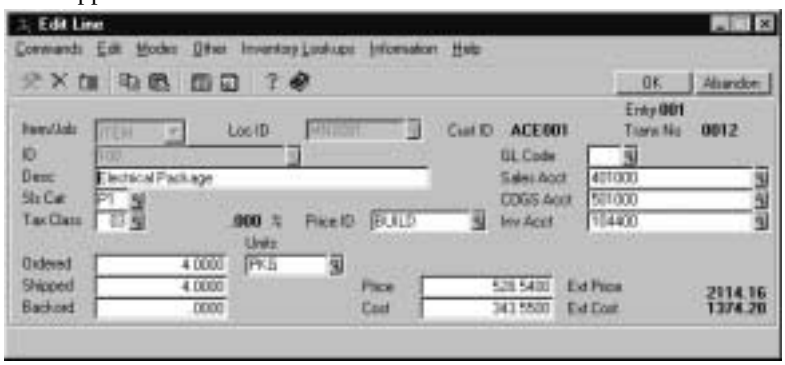
When you save the header information, the line-item entry screen appears.

Line-Item Entry Screen

The Invoices line-item entry screen appears for one of three reasons:

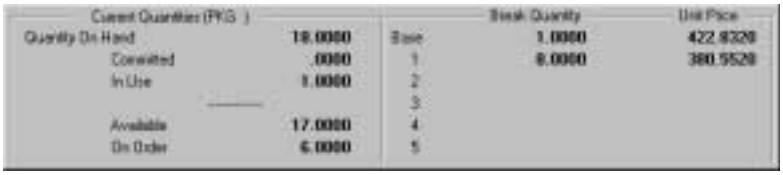
- You are creating an invoice and have finished entering header information.
- You use the **Append** command on the command bar to add an item to the end of the list.

- You use the **Edit** command on the command bar to edit an item in the list. If you use this command, the line-item entry screen is titled Edit Line instead of Append Line.



Field	Description
Item/Job	If Accounts Receivable does not interface with Contractors' Job Cost, **ITEM** appears and you cannot change it. If Accounts Receivable interfaces with Contractor's Job Cost, **JOB** appears. If Accounts Receivable interfaces with Contractors' Job Cost, enter **I** if you are entering an inventory line item or **J** if you are entering a job line item.
Inquiry **Maint** Loc ID	The location ID you entered on the header screen is displayed. Accept it, or enter a different ID.
Inquiry **Maint** ID	Enter the item number, or press **Enter** to skip this field. If you are entering a miscellaneous credit and do not want to return the item to stock, press **Enter**. If Accounts Receivable is interfaced with Inventory and you want to enter a noninventory item, leave this field blank.

Field	Description
	If you are billing for a job phase, enter the phase ID in the spaces provided after the job ID. Then if the job or phase is completed, check the box (or enter **Y** in text mode) at the **Is Job/Phase Done?** prompt; if not, uncheck the box (or enter **N** in text mode). When you enter a valid item ID, information about current quantities and quantity-break prices information appears if you elected to use this option in the Resource Manager Options and Interfaces function.



Field	Description
	You cannot change the information displayed in the window.
Desc	Enter a description of the item, or press **Enter** to skip this field.
Additional Descriptions	If you elected in the Resource Manager Options and Interfaces function to use additional descriptions, you can enter 10 lines of information.
Inquiry Sls Cat	Assign a sales category to the item, or press **Enter** to skip this field. When you produce the Detail History Report, you can list items that belong to a particular sales category so that you can analyze groups of stock items.

Inquiry **Maint**	Tax Class	The tax class you assigned in the customer record is displayed. Accept it, or enter a different tax class.
Inquiry	Price ID	If Accounts Receivable is interfaced with Inventory, accept the displayed price ID for the item, or enter a different price ID. (The **Inquiry** command is available if Accounts Receivable is interfaced with Inventory.)
Inquiry **Maint**	GL Code	The GL code identifies the pair of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a noninventory item. If you entered a GL code in the DFxxxx table, the code is displayed. Accept it, or enter a different code. If you use the **Maintenance** (**F6**) command, the GL Codes function is temporarily called up. To enter accounts that are not set up in the ARCDxxx (Codes) file, clear this field and press **Enter**.
Inquiry **Maint**	Sales Acct/COGS Acct/ Inv Acct	If AR is interfaced with Inventory, the account numbers come from the IN item location files. If you entered a GL code, the sales and COGS accounts are displayed. The inventory account is displayed from the ARGLxxx table. Accept each displayed account number, or enter different account numbers. (The Inquiry command is available if Accounts Receivable is interfaced with General Ledger.)
	Ordered	Enter the number of units the customer ordered. You can enter either a positive or a negative quantity.
Inquiry **Maint**	Units	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually.
	Shipped	Enter the number of units you shipped.

Backord	The backordered quantity, the difference between the number of ordered units and shipped units, is calculated. Accept the displayed quantity, or enter a different quantity. If you are entering a miscellaneous credit, you can skip this field. If you enter a serialized item ID, the Append Serial Number window appears (as shown below). If you entered a lotted item ID, the Append Lot windows appears as shown below the Append Serial Number window.

Inquiry

Field	Description
Serial Number	Enter the serial number of the item you want to include in the transaction.
Unit Price	The unit price of the item is displayed. The Append Serial Number window appears.
Comment	Enter a comment about the serialized item.
Price	Accept the displayed price, or enter the item's unit price. If you are entering a miscellaneous credit, enter the unit price from the original invoice.

Field	Description
Inquiry	
Lot No	Enter the lot number of the item you want to include in the transaction.
Orig Qty	Enter the quantity of this lot that was ordered originally.
Fulfill Qty	Enter the quantity of this lot that was actually shipped.
Backord Qty	Enter the quantity of this lot that is backordered, if any.
Comment	Enter a comment about the lotted item.

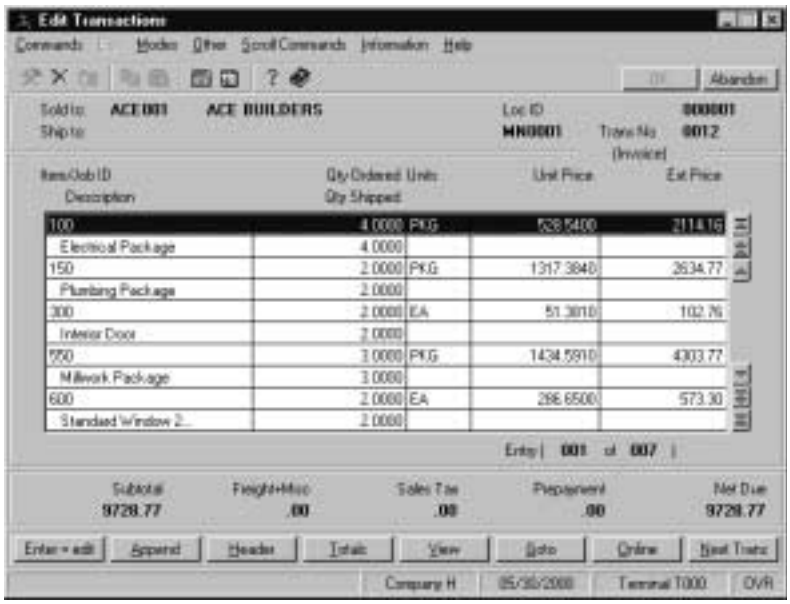
If you elected not to display unit costs in the Resource Manager Options and Interfaces function, no unit cost is displayed. The total amount of the line item, the shipped quantity times the unit price, is calculated and displayed. If you elected to display unit costs in the Resource Manager Options and Interfaces function, the extended cost is displayed. For an invoice, the cost is approximate; the system calculates the actual cost when you post.

After you save the information about the line item, work with another line item, or exit to the Transaction Scroll Region screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon (Cancel)** command to cancel the transaction. To delete the invoice, use the **Delete** (**F3**) command on the header screen and delete the entire transaction.

Transaction Scroll Region Screen

When you exit from the line-item entry screen, the Invoices screen appears.



Command Bar

Enter = edit, Append, Header, Totals, View, Goto, Online, Next trans

- To edit a line item, move the prompt to the line and press **Enter**. To append a line item to the transaction, press **A**. Then see **Line-Item Entry Screen** earlier in this section.

- To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.

- To go to the Totals Information screen, press **T**. Then see **Totals Information** below.

- To look at an expanded summary of the line item, move the prompt to the line item, and press **V**. Additional information about the line item such as the general ledger account and description, quantities ordered and shipped, and price and cost information appears on the View Line screen:

  Press any key to return to the Transaction Scroll Region screen.

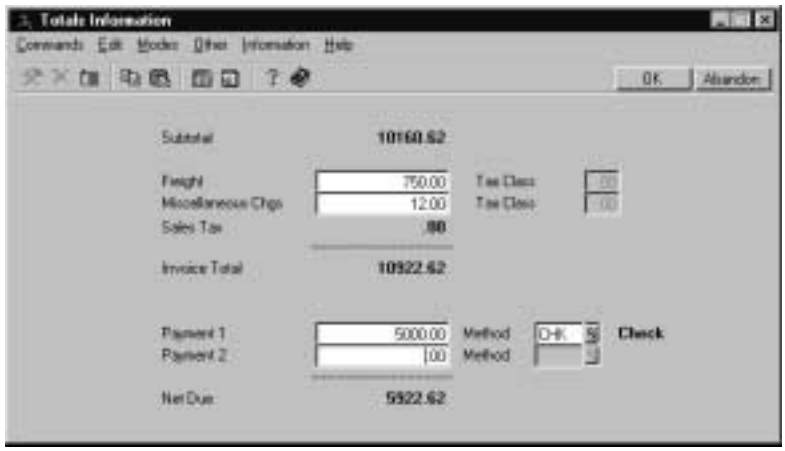
- To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

- To print an invoice online, press **O**. (You can print online invoices for any customer even if the customer record does not require that the customer receive invoices.) This command is available only if you elected to print online invoices in the Resource Manager Options and Interfaces function. The **Print Online Invoice** prompt appears. If you want to print the invoice later through the Print Invoices function, uncheck the box (or enter **N** in text mode); you are returned to the Invoices screen. If you want to print the invoice online, check the box (or enter **Y** in text mode); then see **Online Invoicing Screen** below.

- To finish with the transaction on the screen and move to a blank header screen to enter a new transaction, press **N**. Then see **Header Information Screen** earlier in this section.

Totals Information

When you press **T** to work with the transaction totals, the Totals Information screen appears.



Field	Description
Subtotal	The subtotal is displayed.
Inquiry Freight/Tax Class	Enter the shipping charges and the tax class you want to apply them to.
Inquiry Miscellaneous Chgs/ Tax Class	Enter the miscellaneous charges (for example, handling) and the tax class you want to apply them to.
Sales Tax	The sales tax on the item is displayed. If you change this field, a window appears:

Sales Tax Information

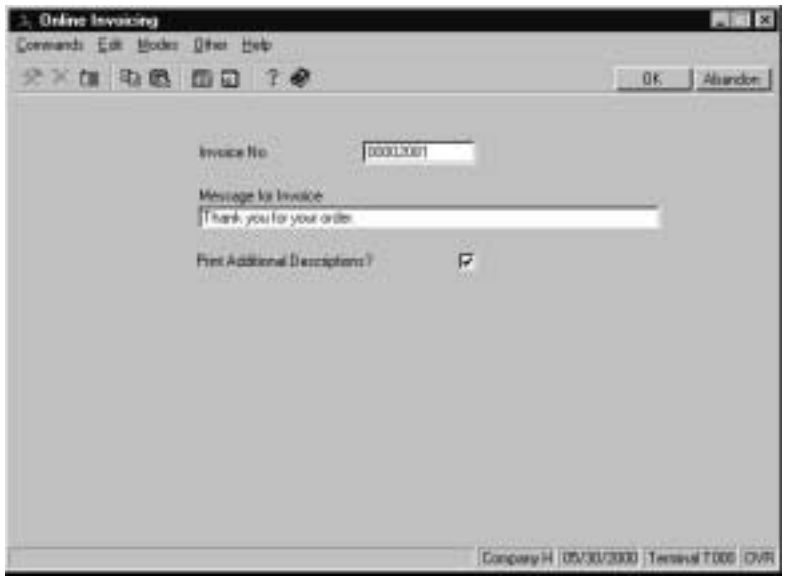
	Tax Location	The tax location is displayed.
	Tax Amount	The tax amount is displayed.
	Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.
	Tax Loc	The tax location for the adjustment is displayed.
Inquiry	Class	Accept the displayed tax class, or enter a different tax class.
	Sales Tax	The total sales tax is displayed.

When you approve your entries, you are returned to the Totals Information screen.

	Invoice Total	The total amount of the invoice (the subtotal plus the freight charges, sales tax, and miscellaneous charges) is displayed.
	Payment 1/2	Enter the payments made.
Inquiry **Maint**	Payment Method 1/2	For cash, enter the payment method code. For a check, you are prompted to enter the check number. For a credit card, enter the card number and name, the expiration month/ year, and the authorization number. For other types of payment, enter a memo, if desired.

Online Invoicing Screen

When you press **O** on the Invoices screen, the Online Invoicing screen appears.



1. Enter the invoice number, or accept the displayed number. If you are printing an invoice you did not assign a number and invoice to, the system date is used as the invoice date.

2. If you want to print a message on the invoice, enter it.

3. If you want the invoice to include the additional descriptions from the ARDExxx file, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you do not want to print an alignment character to make sure that the forms are lined up, uncheck the box (or enter **N** in text mode). If you want to print an alignment character, check the box (or enter **Y** in text mode). (This step does not apply, and this prompt does not appear, if you are printing invoices on plain paper.)

5. The **Reprint Invoice** prompt appears after the invoice is printed.

   If the invoice was printed correctly, select **No** (or enter **N** in text mode). A blank header screen appears. Enter another invoice, or exit to the Online Invoice Totals screen (see **Online Invoice Totals screen** below).

   If the invoice was not printed correctly, select **Yes** (or enter **Y** in text mode). The cursor goes to the Invoice No field, where the next invoice number is displayed. Reprint the invoice using the above procedures.

Online Invoice Totals Screen

The Online Invoice Totals screen appears when you are finished entering and printing invoices and exit from the Online Invoicing screen.

When you are finished looking at the invoice totals, exit to the Daily Work menu. The invoice numbers and dates are updated for the invoices you printed online.

After Entering Miscellaneous Credits

After you enter miscellaneous credits, do the following tasks:

- Produce credit memo forms if you did not print them online.
- Produce the Miscellaneous Credits Journal for an audit trail of each credit.
- Post the transactions. This task sends the miscellaneous credits information to the appropriate files: ARCUxxx (Customer), ARSRxxx (Sales Rep), ARHIxxx (Detail History), and ARHSxxx (Summary History). When you post, each credit creates an open item in the ARINxxx file and updates applicable job billing information.

Cash Receipts

Use the Cash Receipts function to do these things:

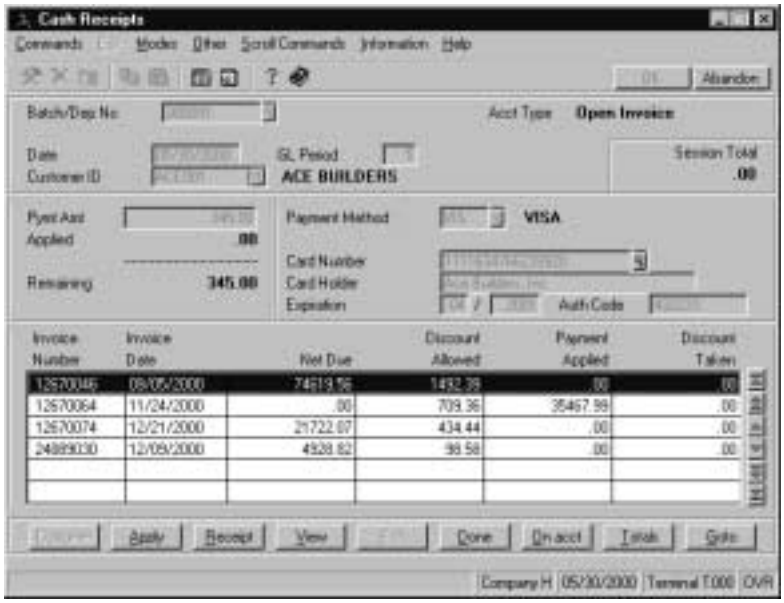
- record payments from customers
- apply payments to on-account balances
- apply prepayments from customers that have not been billed
- record unapplied cash receipts from a source other than a customer
- enter deposits for jobs

You can enter deposit information (such as the bank account ID, a batch/deposit number, and so forth) for cash receipts.

Like the Transactions function, the Cash Receipts function can be used to record payments. However, if you often receive partial payment for goods shipped, you can use the Transactions function to record the transaction once, and use this function to record payments as often as they come in.

Cash Receipts Screen

Select **Cash Receipts** from the Daily Work menu. The function screen appears.



Field	Description
Inquiry **Maint** Batch/Dep No	The last batch number or deposit number you entered is displayed. Accept it, or enter a different number. If you use the **Maintenance** (**F6**) command, the Batch Control function is temporarily called up. After you enter the number, the amount of the receipt is added to the total deposit if the number you enter is on file; if the number is not on file, a new deposit is created.
Date	Accept the displayed (system) date as the receipt date, or enter a different date.
GL Period (1-13)	Press **Enter** to assign the cash receipt to the displayed period, or enter a different period. The system needs the period for sorting when you post.

	Field	Description
Inquiry Maint	Customer ID	For an unapplied receipt from someone other than a customer, press **Enter** to skip this field. For a customer (whose record is in the ARCUxxx file), enter the customer ID. If you use the **Maintenance** (**F6**) command, the Customers function is temporarily called up. After you enter the ID, the customer's name and type of account (balance forward or open invoice) appear.
	Pymt Amt	Enter the payment amount you received.
Inquiry Maint	Payment Method	Accept the default payment method for the customer (if any), or enter a different method of payment. If you enter a payment method of payment type *cash* or *check*, the Bank ID and Check Number fields appear. If you enter a payment method of payment type *credit card*, the Card Number, Card Holder, Expiration Date, and Authorization Code fields appear. If you enter a payment method of payment type *write-off* or *other*, the Memo field appears.
	Aging Code	This field appears only for balance forward customers. The aging code you assign determines which aging bucket the cash receipt is assigned to. You can assign one of these values for the aging code: **0** apply to the oldest item **1** apply to the unpaid finance charge **2** apply to the 121+ day bucket **3** apply to the 91–120 day bucket **4** apply to the 61–90 day bucket **5** apply to the 31–60 day bucket **6** apply to the current bucket
	Bank ID	The default bank ID is displayed.

Field	Description
	The batch number you assigned earlier appears in the Batch/Dep No field when you enter a bank ID.
Check Number	If you selected a payment method of type *check,* enter the number of the customer's check.
Card Number	If you selected a payment method of type *credit card,* enter a credit card number for the customer, or enter a different card number. If the customer is set up for credit card validation, the card number you enter must be set up in the customer record. To enter a new card number for this customer, use the **Maintenance** (**F6**) command to add it.
Card Holder	If you selected a payment method of type *credit card,* accept the credit card holder's name, or enter the name on the credit card.
Expiration Date	If you selected a payment method of type *credit card,* enter the expiration date of the credit card the customer used.
Authorization Code	If you selected a payment method of type *credit card,* enter the authorization code for the payment.
Memo	If you entered a payment method of type *other* or *write-off,* enter memo information associated with the payment—for example, *discount, promotion, trade.*

Inquiry
Maint

Command Bar

When you save the information about how the payment was made, the command bar appears.

Customer, **Apply**, **Receipt**, **View**, **Edit**, **Done**, **On acct**, **Totals**, **Goto**

- To apply the cash receipt to a particular invoice, move the prompt to the invoice line and press **A**. The Apply Receipt window appears. Press **Enter** to apply the total remaining to the invoice, or enter an amount to apply to the invoice.

- When you have applied the entire cash receipt for this customer, you can press **C**, and then enter a different customer ID to enter cash receipts for.

- To enter new receipt information, press **R**. The cursor returns to the receipt portion of the screen. Enter additional payment amounts for the customer, or edit the displayed receipt information.

- To view the customer's previous receipts or invoices, press **V**. The View Receipts/Invoices screen appears. At the **Receipts or Invoices** prompt, enter **R** to view receipts or **I** to view invoices. When you are finished viewing the information, use the **Exit** (**F7**) command to return to the Cash Receipts screen.

- To edit a cash receipt that's already applied, press **E**. Then see page 5-29 for information about editing cash receipts.

- To quit applying a receipt to the customer's account, press **D** to change the cash receipt to the amount you have applied so far.

- To designate the cash receipt as on-account for the customer, press **O**. If a default invoice number was set up in the DFxxxx table, it appears. Accept the displayed invoice number, or enter a different number. Then enter the amount you want to apply to the account. If you apply only part of the cash receipt, the system subtracts it from the receipt to calculate the amount remaining.

- To view totals information for the batch or deposit number, press **T**. Receipt, prepayment, and totals information for each kind of payment method associated with the batch so far appears:

You can enter a different batch or deposit number for a different set of totals. After you are finished viewing the totals information, use the **Exit** (**F7**) command to return to the Cash Receipts screen.

- To move the prompt to a different invoice number, press **G**, and enter the number. (This command appears only if there is more than one screen of invoices.)

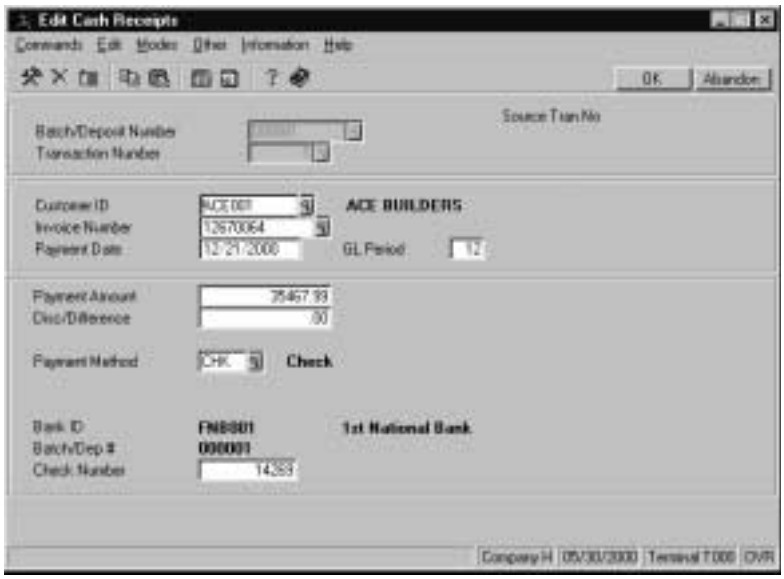
When you are finished entering cash receipts, exit to the Daily Work menu. Produce the Cash Receipts Journal (see page 6-21) to check for errors and to use as an audit trail. If you find errors, use the Edit Cash Receipts function (see page 5-29) to edit incorrect cash receipts.

Edit Cash Receipts

Use the Edit Cash Receipts function to change information about existing cash receipts.

Edit Cash Receipts Screen

Select **Edit Cash Receipts** from the Daily Work menu. The function screen appears.



Inquiry

1. Enter the batch or deposit number for the cash receipt you want to edit, or accept the displayed number.

Inquiry

2. Enter the transaction number for the cash receipt you want to edit, or accept the displayed number.

3. Edit information about the transaction—the customer ID, invoice number, payment date, and GL period—or accept the displayed information.

4. Edit information about the payment—the amount, discount difference, and method of payment (and information related to the payment method)—or accept the displayed information.

When you save the information, a blank Edit Cash Receipts screen appears. Enter a different batch or deposit number and transaction number, or use the **Exit** (**F7**) command to return to the Daily Work menu.

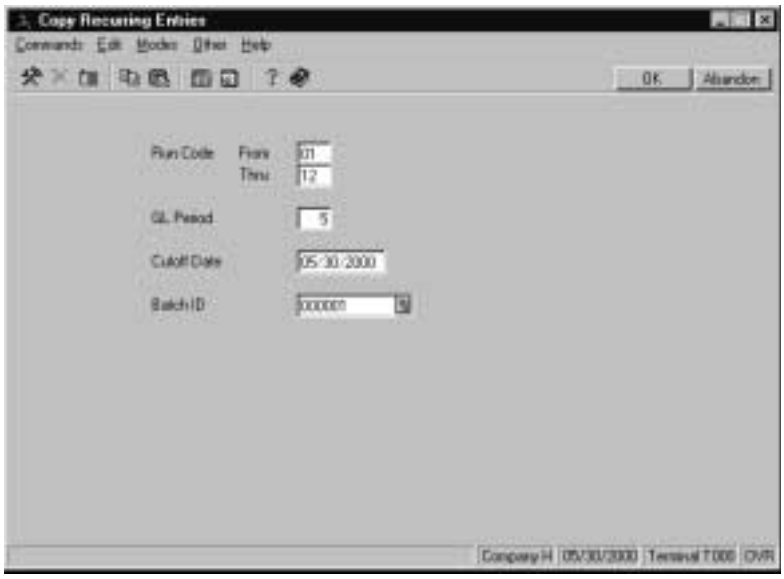
Copy Recurring Entries

Use the Copy Recurring Entries function to copy entries from the ARRHxxx and ARRExxx (Recurring Entries) files to the ARTDxxx and ARTHxxx (Transaction) files when the recurring entries come due. Use the run codes and cutoff dates that you set up in the Recurring Entries function to copy the batches according to your schedule. After you copy an entry, it is treated like another transaction. When the ARTDxxx and ARTHxxx files are posted, the entries are moved to the ARINxxx (Open Invoice) file.

Before you copy recurring entries, produce the Recurring Entries List (see page 12-25) and back up your files. If you are using Accounts Receivable on a multiuser system, make sure that no one else is using the Recurring Entries function. You cannot copy recurring entries until the other users exit from that function.

Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the Daily Work menu. This screen appears.



1. Enter the range of run codes whose recurring entries you want to copy.

2. Press **Enter** to copy the entries to the displayed period, or enter a different period.

3. When you entered recurring entries, you might have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. Entries that have cutoff dates before the date you enter here will not be copied to the ARTDxxx and ARTHxxx files.

Inquiry
Maint

4. Enter the ID of the batch to copy to. If you use the **Maintenance** (**F6**) command, the Batch Control function is temporarily called up.

   This field does not appear if you elected not to use batching in the Resource Manager Options and Interfaces function.

5. Select the output device for the log.

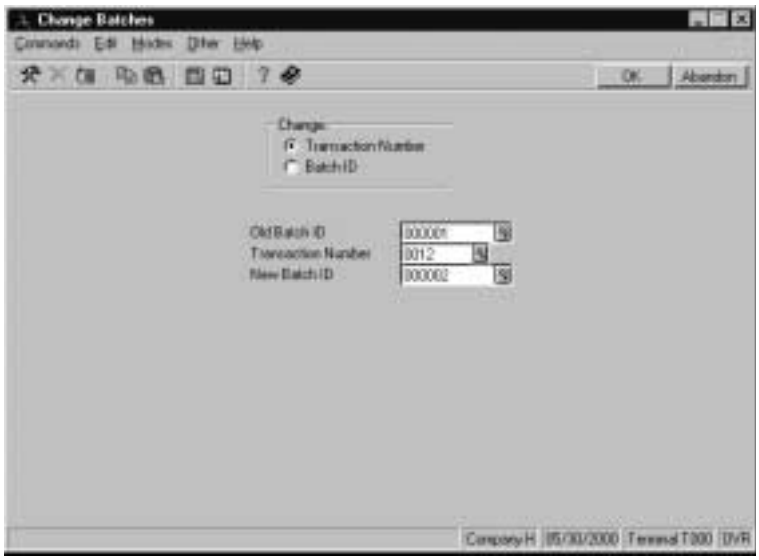
When the entries have been copied and the log has been printed, the Daily Work menu appears.

Change Batches

Use the Change Batches function to replace a batch ID with a different batch ID or to associate transaction numbers with a different batch.

Change Batches Screen

Select **Change Batches** from the Daily Work menu. The function screen appears.



1. Select the kind of information you want to change. You can move a single transaction to a new batch, or an entire batch to a new ID.

Inquiry

2. Enter the batch ID that contains the transaction(s) you want to move.

Inquiry

3. If you elected to move a single transaction, enter the number of the transaction to move.

Inquiry
Maint

4. Enter the new batch ID. If you did not specify a transaction number, you are replacing the old batch ID with this one. If you use the **Maintenance** (**F6**) command, the Batch Control function is temporarily called up.

When you use the **Proceed (OK)** command, the copy process begins. When the process is finished, the Daily Work menu appears.

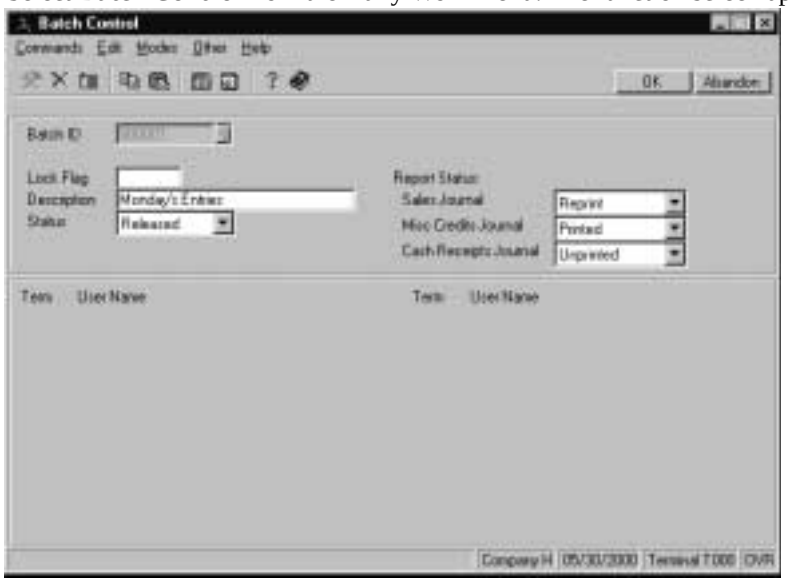
Batch Control

You can use batches to group invoices, miscellaneous credits, and cash receipts for printing and posting. If you group transactions by batch, one user can enter information while another posts transactions.

Use the Batch Control function to add batches, release batches, or check the status of batches.

Batch Control Screen

Select **Batch Control** from the Daily Work menu. The function screen appears.



Inquiry

1. Enter the batch ID whose information you want to work with.

2. If a terminal ID is displayed in the Lock Flag field, the batch is or was produced or posted on that terminal. Do not change it unless you need to release a locked batch.

3. Accept the displayed description of the batch, or enter a different description.

4. Enter the status of the batch: **H** if it is on hold, or **R** if it has been released. If you place the batch on hold, you can print or post the batch, but you cannot enter or edit transactions in it.

5. For each report, toggle the report status. The default status is *Not Applicable*. When you enter invoices, miscellaneous credits, or cash receipts, the appropriate report status is changed to *Unprinted*. When you print the entire report, the status is changed to *Printed*. If you enter new transactions after you print the report(s), the status changes to *Reprint*.

If you selected a batch that is in use, up to 20 terminal IDs and the user names of those currently entering transactions are displayed.

After you save the information, enter information about a different batch ID, or exit to the Daily Work menu.

Transaction Reports 6

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Print Invoices

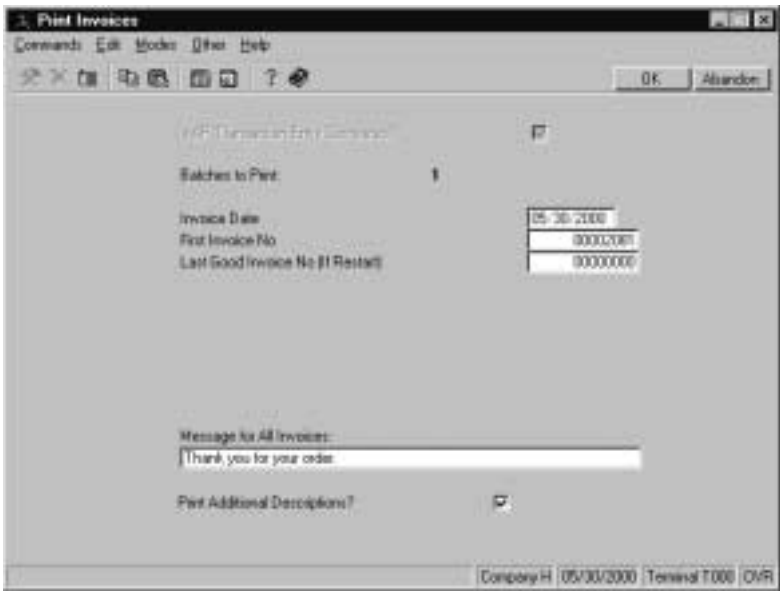
Use the Print Invoices function to print invoices you entered in the ARTDxxx and ARTHxxx (Transaction) files. This function is useful when you want to print invoices for several transactions at once.

You can also print the invoice when you enter the transaction. See the **Online** command in the Transactions function (see page 5-3).

When an open invoice customer makes a payment toward a particular invoice, you must apply the payment correctly. The invoice number in the ARINxxx (Open Invoice) file must correspond to the information in the ARTDxxx and ARTHxxx files. Since the Print Invoices function can reassign invoice numbers (but not credit memo numbers), print the Sales Journal before and after you print invoices to keep track of the numbers.

Print Invoices Screen

Select **Print Invoices** from the Transaction Reports menu. The function screen appears.



1. If you are finished entering Accounts Receivable transactions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not finished entering transactions, return to the Transaction Reports menu and finish the entries before printing invoices.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Enter the date you want to print on the invoices or credit memos. This date is used to age the invoices if you elected to use online aging in the Resource Manager Options and Interfaces function.

Whether or not you print invoices determines how invoices are aged. The invoice header date is used for aging only if you do not print invoices. This date is used for aging if you print invoices regardless of the header date.

4. If you assigned numbers to the invoices, enter the invoice number you want to start with. If you did not assign numbers to the invoices, enter the number of the first form you are going to use.

5. If you are reprinting invoices, enter the number of the last form that was printed correctly. If you are reprinting and you use prenumbered invoices, produce the Sales Journal after you print all the invoices so that you have a record of the invoice numbers.

6. If you want all invoices to have a message, enter one.

7. If you want to print additional descriptions from the ARDExxx file on the invoices, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

8. Select the output device.

9. If you elect to print the forms, an alignment character is printed in the form's top right-hand corner. If the X is not centered in the alignment box or if the Xs are not aligned in the grid on laser forms, adjust the form and select **No** (or enter **N** in text mode). Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode) to print the invoices and credit memos.

   If a customer's purchase order number is greater than 8 characters, a row of asterisks (*) is printed in the Order Number column, and the entire order number is printed directly below the row of asterisks. To align the form so that the customer's purchase order number can be seen, make sure that only the bottom of the alignment character (X) is printed in the upper part of the alignment box in the form's right-hand corner.

Sample invoice and credit memo forms are at the end of this section.

After the forms are produced, the Transaction Reports menu appears.

Invoice

INVOICE

0181

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

Page 1
INVOICE DATE 12/30/98
INVOICE NO 00000181

SOLD TO
ACE0001 000011
ATTN: ACCOUNTS PAYABLE
ACE BUILDERS
1500 SE 31ST STREET
PADUCAH KY 28605-7565

SHIP TO
ACE BUILDERS
1500 SE 31ST STREET
PADUCAH KY 28605-7565

TOTAL DUE 9998.00

SLS1	SLS2	SAN DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
GP9		01/29/01	01/09/01	0012	11/27/01	12/21/01	000011

TERMS DESCRIPTION	CUSTOMER PO NUMBER	SHIP VIA
2/10,n/30	METAP	Federal Exp 2nd Day

ITEM ID	UM	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
100 Electrical Package	CS PKG	4.0000	4.0000	529.5400	2116.16
150 Plumbing Package	CS PKG	2.0000	2.0000	1317.3843	2634.77
300 Interior Door	CS EA	2.0000	2.0000	51.3810	102.76
350 Millwork Package	CS PKG	3.0000	3.0000	1194.5910	4383.77
600 Standard Window 24" X 40"	CS EA	2.0000	2.0000	286.6500	573.30

Thank you for your order.

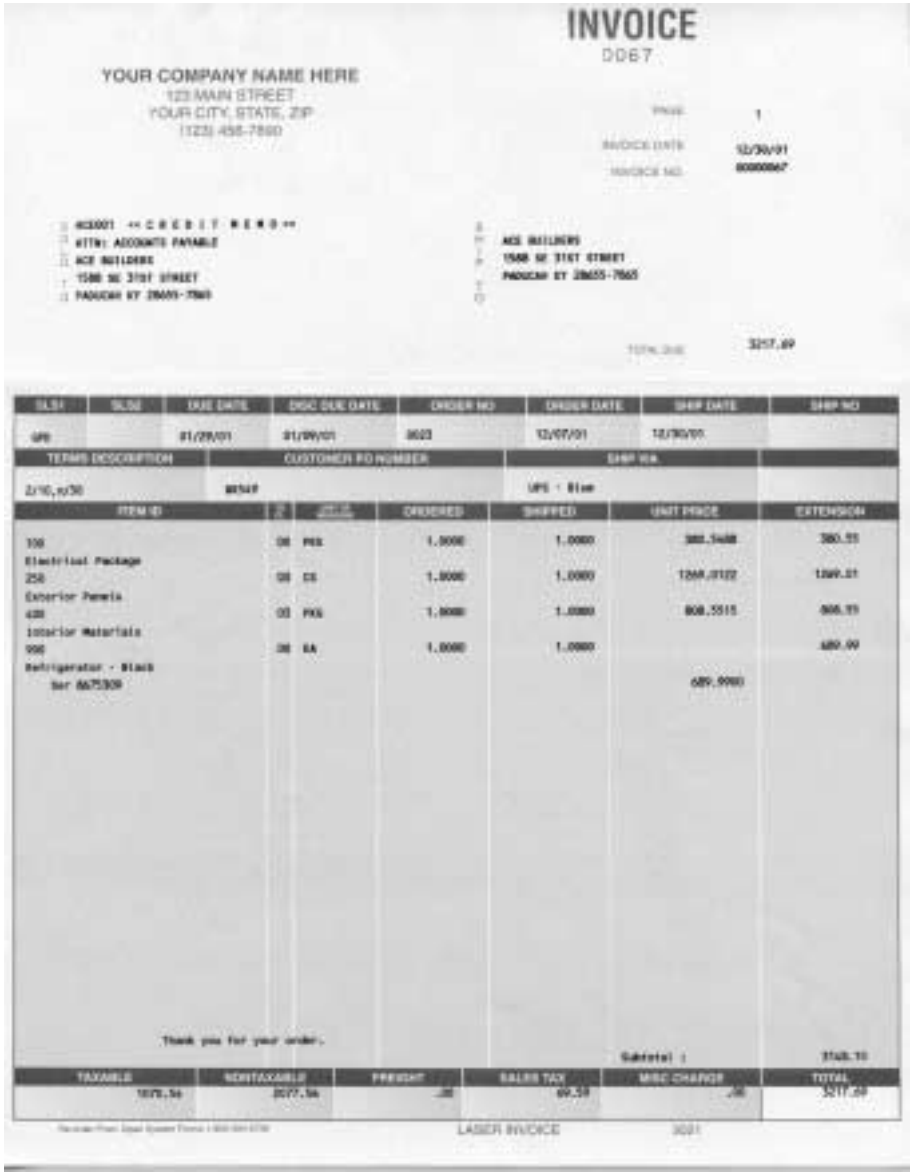
Location Tax Breakdown
MN 171.26
MNMPLS 15.17

Subtotal : 9728.76

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL
2634.77	7065.99	25.00	186.43	12.00	9998.19
Amount Paid :	50.19	Net Due :	9998.00		

LASER INVOICE 3021

Credit Memo



INVOICE

DD67

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

PAGE: 1
INVOICE DATE: 12/30/91
INVOICE NO: 00000067

ACE BUILDERS
1500 SE 31ST STREET
PADUCAH KY 28655-7565

TOTAL DUE: 3217.69

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
UPS		01/29/01	01/09/01	0023	12/07/01	12/30/01	

TERMS DESCRIPTION	CUSTOMER PO NUMBER	SHIP VIA
2/10,n/30	00549	UPS - Blue

ITEM ID			ORDERED	SHIPPED	UNIT PRICE	EXTENSION
100	00	PKG	1.0000	1.0000	380.5688	380.55
Electrical Package						
250	00	CS	1.0000	1.0000	1268.0122	1268.01
Exterior Panels						
400	00	PKG	1.0000	1.0000	868.5515	868.55
Interior Materials						
900	00	EA	1.0000	1.0000		689.99
Refrigerator - Black					689.9900	
Ser #675309						

Thank you for your order.

Subtotal: 3148.10

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL
1070.54	2077.56	.00	69.59	.00	3217.69

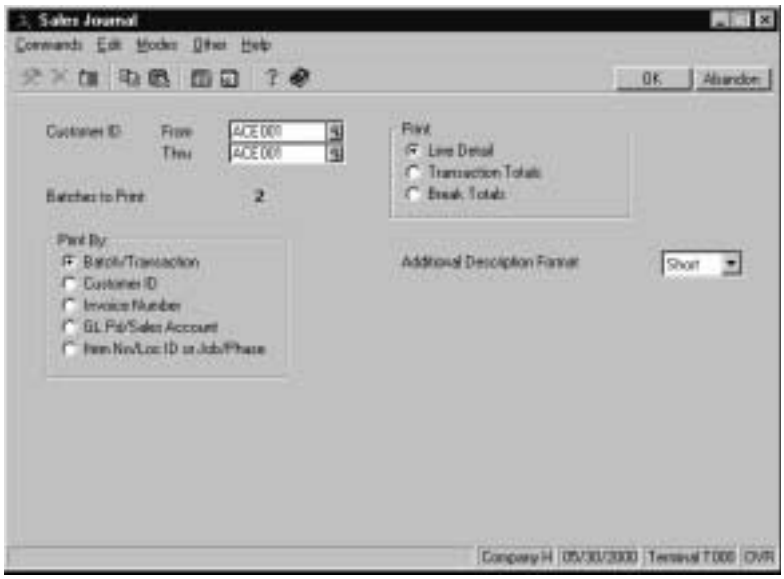
LASER INVOICE 3021

Sales Journal

Print the Sales Journal before you post transactions to check for mistakes and omissions. The Sales Journal also serves as an audit trail of sales transactions.

Sales Journal Screen

Select **Sales Journal** from the Transaction Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers whose information you want to include in the journal.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the order in which you want to print the journal.

4. Select the amount of detail you want to include in the journal.

5. Select the output device.

Note

If the Sales Journal does not include some invoice numbers, you probably printed multiple-page invoices or credit memos. The number of an invoice that is a continuation of a previous one is skipped. Invoice numbers are not reassigned for credit memos if you elected to use prenumbered forms in the Resource Manager Options and Interfaces function.

A sample Sales Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Sales Journal Report

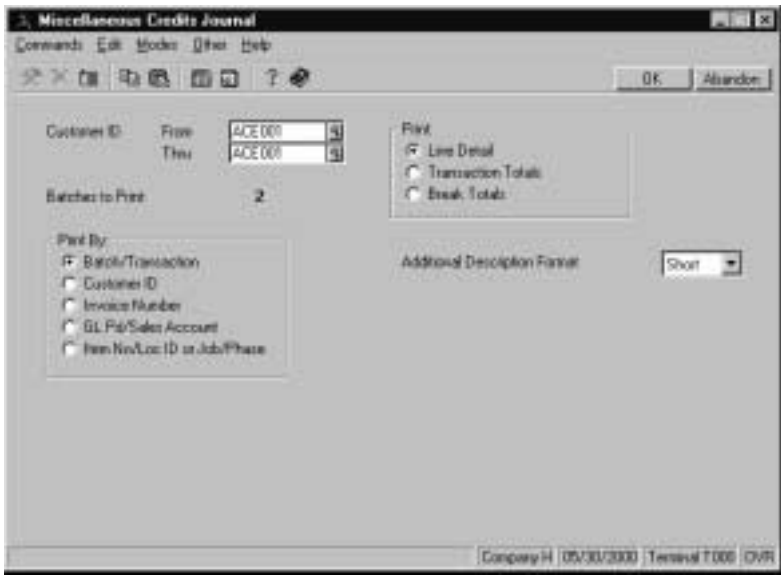
```
04/11/2001                                    Builders Supply                                    Page   1
5:24 PM                                        Sales Journal
                                             By Batch/Order No.

Batch    Cust. ID   JIK Job/Phase or Loc/Item No.  Rep 1 Sales Acct.  Units   Qty. Ordered     Unit Price    Ext. Price   Tax Class
Our Ord# Invc. No.  Description                    Rep 2 COGS Acct.           Qty. Shipped      Unit Cost     Ext. Cost
Line     Ship Date                                       Inv. Acct.         Qty. Backord.
-------------------------------------------------------------------------------------------------------------------------------

000002   CASHCA     I  MN0001 250                       401000       CS          10.0000      2417.1700      24171.70   03
00000006 24889104   Exterior Panels                     501000                  10.0000      1342.8700      13428.70
001      12/21/2000                                     104400                    .0000

000002   CASHCA     I  MN0001 300                       401000       EA           5.0000        51.3800        256.90   03
00000006 24889104   Interior Door                       501000                   5.0000        22.0100        110.05
002                                                     104400                    .0000

000002   CASHCA     I  MN0001 350                       401000       EA           1.0000       526.1300        526.13   03
00000006 24889104   Entry Door                          501000                   1.0000       226.9900        226.99
003                                                     104400                    .0000


Cust.    Our Ord# Rep 1       Inv. Date  Per Tx Grp      Freight       Subtotal       Sales Tax      Inv. Total  Pmt.  Pmt. Amount
Batch    Invc. No Rep 2       Ord. Date            Miscellaneous
Ship To  Order No Terms Desc. Ship Date

-------------------------------------------------------------------------------------------------------------------------------
CASHMN   00000007             12/21/2001 12  MNMPLS          .00         4683.92             .00         4683.92                .00
000002   24889105                                             .00                                                            .00
                              12/21/2001

End of Report
```

Miscellaneous Credits Journal

Produce the Miscellaneous Credits Journal before you post transactions to check for mistakes and omissions and to use as an audit trail. If this journal reveals incorrect transactions, use the Transactions function (see page 5-3) to edit or delete them.

Miscellaneous Credits Journal Screen

Select **Miscellaneous Credits Journal** from the Transaction Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers whose information you want to include in the journal.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the order in which you want to print the journal.
4. Select the amount of detail you want to print in the journal.
5. Select the output device.

A sample Miscellaneous Credits Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Miscellaneous Credits Journal

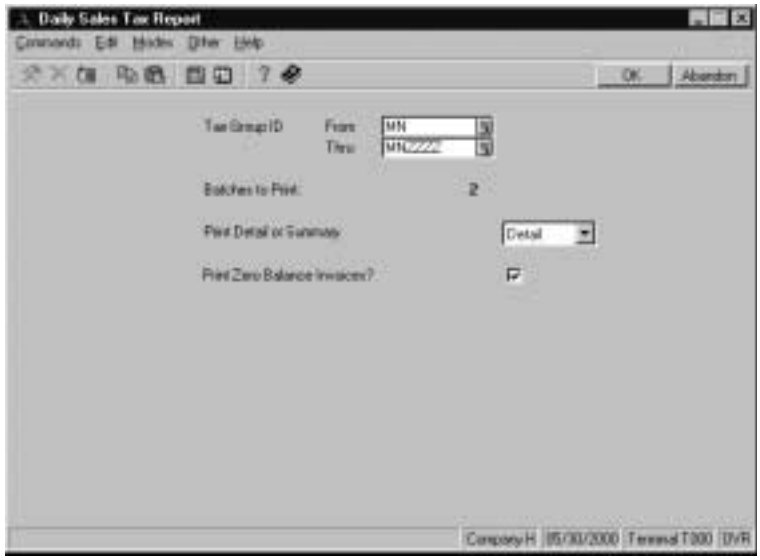
```
04/11/2001                                    Builders Supply                                    Page   1
5:25 PM                                  Miscellaneous Credits Journal
                                               By Batch/Order No.

Batch    Cust. ID   JIK Job/Phase or Loc/Item No.  Rep 1 Sales Acct.  Units   Qty. Ordered     Unit Price    Ext. Price   Tax Class
Our Ord# Invc. No.  Description                    Rep 2 COGS Acct.           Qty. Shipped      Unit Cost     Ext. Cost
Line     Ship Date                                       Inv. Acct.         Qty. Backord.
-------------------------------------------------------------------------------------------------------------------------

000002   ACE001     I  MN0001 100                  GPD   401000       PKG          3.0000       324.6500       973.95   03
00000009 24889107   Electrical Package                 501000                    3.0000       343.5500      1030.65
001                                                    104400                     .0000

Cust.    Our Ord# Rep 1       Inv. Date  Per Tx Grp      Freight       Subtotal      Sales Tax      Inv. Total  Pmt.  Pmt. Amount
Batch    Invc. No Rep 2       Ord. Date           Miscellaneous
Ship To  Order No Terms Desc. Ship Date
-------------------------------------------------------------------------------------------------------------------------
ACE001   00000009 GPD         12/21/2001 12  MN             .00         973.96            .00          973.96                .00
000002   24889107                                           .00                                                           .00

BATCH 000002 TOTALS                                    Freight       Subtotal      Sales Tax      Ext. Cost           Total
                                                    Miscellaneous
                                                    ------------------------------------------------------------------------
                                                               .00         973.96            .00        1030.65          973.96
                                                               .00

GRAND TOTAL                                            Freight       Subtotal      Sales Tax      Ext. Cost           Total
                                                    Miscellaneous
                                                    ------------------------------------------------------------------------
                                                               .00         973.96            .00        1030.65          973.96
                                                               .00

End of Report
```

Daily Sales Tax Report

The Daily Sales Tax Report shows taxes collected and owed, sorted by tax group.

Daily Sales Tax Report Screen

Select **Daily Sales Tax Report** from the Transaction Reports menu. The function screen appears.



Inquiry

1. Enter the range of tax groups whose sales taxes you want to include in the report.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.
3. Select the amount of detail you want to include in the report.
4. Select the output device.

A sample Daily Sales Tax Report is at the end of this section.

After the report is produced, the Transaction Reports menu appears.

Daily Sales Tax Report

```
04/11/2001                                    Builders Supply                                    Page    1
5:25 PM                                    Daily Sales Tax Report
                                              By Tax Location
                                                   Detail

Invoice  Inv. Date  ---- Tax Level 1 ---  ---- Tax Level 2 ---  ---- Tax Level 3 ---  Tax Level 4 ---       ---- Tax Level 5 ---
-------------------------------------------------------------------------------------------------------------------------------
24889102 12/21/2001 CA            436.40
24889104 12/21/2001 CA           1497.28
24889108 12/21/2001 CA           2892.88-
                   ----------------------
SUBTOTAL            CA            959.20-

24889101 12/21/2001 MD               .00
24889103 12/21/2001 MD               .00
                   ----------------------
SUBTOTAL            MD               .00

24889107 12/21/2001 MN               .00
24889105 12/21/2001 MN               .00
                   ------------------------------------------
SUBTOTAL            MN               .00  MNMPLS           .00

24889106 12/21/2001 TX               .00
                   ----------------------
SUBTOTAL            TX               .00

                   ----------------------
TOTAL                              959.20-

                         --------------
GRAND TOTAL                        959.20-


End of Report
```

Cash Receipts Journal

The Cash Receipts Journal provides a record of the cash receipts in the ARCRxxx (Cash Receipts) file. Produce it after you have entered all the cash receipts for the day but before you post the transactions (since posting may clear the ARCRxxx, ARTDxxx, and ARTHxxx files).

Cash Receipts Journal Screen

Select **Cash Receipts Journal** from the Transaction Reports menu. The function screen appears.

Inquiry

1. Enter the range of customers whose information you want to include in the journal.

Inquiry

2. Enter the range of payment methods whose associated receipts you want to include in the journal.

Inquiry

3. Enter the range of bank accounts whose associated receipts you want to include in the journal.

Inquiry

4. Select the batch numbers you want to print. You can print multiple batches at once.

5. Select the order in which you want to print the journal.

6. Select the output device.

A sample Cash Receipts Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Cash Receipts Journal

12/31/2000 Builders Supply Page 1
5:26 PM Cash Receipts Journal
By Customer ID

Deposit/ Batch ID / Tran No.	Cust ID / Bank ID	Credit GL Account	Invoice Number	Payment Date	Age	Customer/Inv Balance	Payment Amount	Pymt Mthd	Discount/ Difference	Type/ Check #	Balance Due
000001 / 0001	ACE001 / FNB001	1010	12670064	12/21/00	0	35467.99	35467.99	CHK	.00	014269	.00
Customer ACE001 ACE BUILDERS					Total		35467.99		.00		
000001 / 0015	CASHCA / FNB001	1010	12670072	12/21/00	0	51487.23	1940.87	CSH	.00	CASH	49546.36
Customer CASHCA CASH SALES-OAKLAND, CA					Total		1940.87		.00		
000001 / 0017	CASHMD / FNB001	1010	12670079	12/21/00	0	15618.29	763.29	CSH	.00	CASH	14855.00
000001 / 0016	CASHMD / FNB001	1010	BAL FWRD	12/21/00	0	14855.00	14855.00	CSH	.00	CASH	.00
Customer CASHMD CASH SALES-BALTIMORE, MD					Total		15618.29		.00		
000001 / 0018	CASHMN / FNB001	1010	12670081	12/21/00	0	7419.00	1710.72	CSH	.00	CASH	5708.28
000001 / 0019	CASHMN / FNB001	1010	BAL FWRD	12/21/00	0	5708.28	5708.28	CSH	.00	CASH	.00
Customer CASHMN CASH SALES-MINNEAPOLIS					Total		7419.00		.00		
000001 / 0020	CASHPS / FNB001	1010	12670082	12/21/00	0	29431.56	1788.43	CSH	.00	CASH	27643.13
000001 / 0021	CASHPS / FNB001	1010	BAL FWRD	12/21/00	0	27643.13	27643.13	CSH	.00	CASH	.00
Customer CASHPS CASH SALES-DALLAS, TX					Total		29431.56		.00		
GRAND TOTAL			Credits:	89877.71		Debits:	89877.71		.00		

End of Report

Methods of Payment Journal

The Methods of Payment Journal summarizes cash receipts by methods of payment. Use this function to produce a list of receipts for credit card claims.

Methods of Payment Journal Screen

Select **Methods of Payment Journal** from the Transaction Reports menu. The function screen appears.

Inquiry

1. Enter the range of payment methods whose associated receipts you want to include in the journal.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the payment types you want to include in the journal.

Note

You can include payment methods in two ways: entering a range and selecting a payment method. Take care to make the two specifications agree. For example, if you entered VIS at From and Thru for a credit card and then selected 1 for cash, the journal would not have any data because no payment method is both a credit card and cash.

4. Select the output device.

A sample Methods of Payment Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Methods of Payment Journal

1/2001 Builders Supply Page 1
PM Methods of Payment Journal
Type Cash

od Description Type GL Account
Cash Cash 100000

Deposit/ Batch ID	Cust ID	Invoice Number	Tran	Payment Date	Payment Amount
000001	CASHCA	12670072	0015	12/21/00	1940.87
000001	CASHMD	BAL FWRD	0016	12/21/00	14855.00
000001	CASHMD	12670079	0017	12/21/00	763.29
000001	CASHMN	12670081	0018	12/21/00	1710.72
000001	CASHMN	BAL FWRD	0019	12/21/00	5708.28
000001	CASHPS	12670082	0020	12/21/00	1788.43
000001	CASHPS	BAL FWRD	0021	12/21/00	27643.13
				Payment Type CSH Total	54409.72
				Grand Total	54409.72

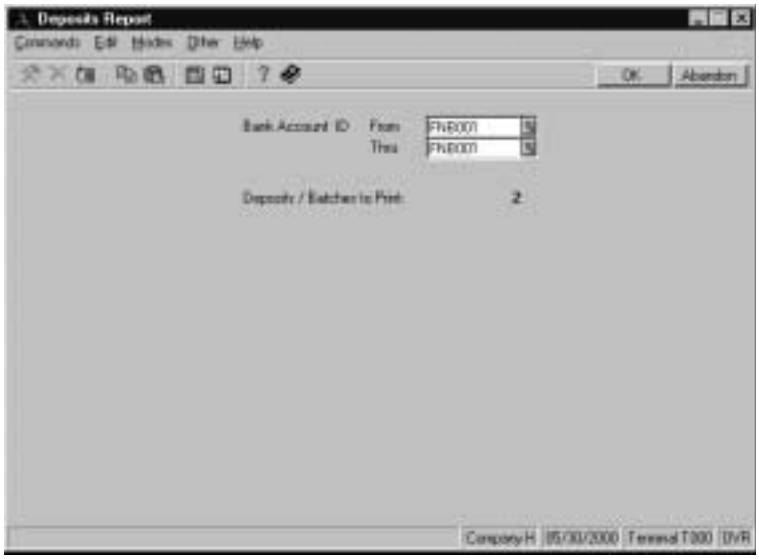
of Report

Deposits Report

Use the Deposits Report function to summarize and list bank deposits from receipts of type *cash* and *check*.

Deposits Report Screen

Select **Deposits Report** from the Transaction Reports menu. This screen appears.



Inquiry

1. Enter the range of bank accounts whose associated deposits you want to include in the report.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the output device.

A sample Deposits Report is at the end of this section.

After the report is produced, the Transaction Reports menu appears.

Deposits Report

12/31/2000 Builders Supply Page 1
3:47 PM Deposits Report

Bank FNB001

Deposit # 000001

Cust ID	Customer Name	Checks	Cash	Check No.	Payment Date
ACE001	ACE BUILDERS		500.00		12/31/2000
ACE001	ACE BUILDERS	35467.99		014269	12/21/2000
CASHCA	CASH SALES-OAKLAND, CA		1940.87		12/21/2000
CASHMD	CASH SALES-BALTIMORE, MD		14855.00		12/21/2000
CASHMD	CASH SALES-BALTIMORE, MD		763.29		12/21/2000
CASHMN	CASH SALES-MINNEAPOLIS		1710.72		12/21/2000
CASHMN	CASH SALES-MINNEAPOLIS		5708.28		12/21/2000
CASHPS	CASH SALES-DALLAS, TX		1788.43		12/21/2000
CASHPS	CASH SALES-DALLAS, TX		27643.13		12/21/2000
DAL001	DALLAS-FT WORTH DOME HOMES	7203.92		013649	12/21/2000
GRE001	GREATER NEW YORK DOMES, INC.	10000.00		123123	12/31/2000
KAN001	KANSAS CITY GEODESIC HOMES	71699.10		087118	12/21/2000
KAN001	KANSAS CITY GEODESIC HOMES	11267.90		087118	12/21/2000
KAN001	KANSAS CITY GEODESIC HOMES	4960.03		087118	12/21/2000
KAN001	KANSAS CITY GEODESIC HOMES	12072.97		087118	12/21/2000
LOS001	LOS ANGELES CONSTRUCTION CO.	16776.38		109077	12/21/2000
LOS001	LOS ANGELES CONSTRUCTION CO.	342.38		109077	12/21/2000
SUN001	SUNSHINE HOMES, INC.	8246.32		003242	12/31/2000
SUN001	SUNSHINE HOMES, INC.	8246.32		007729	12/21/2000
TEN001	TENNESSEE SHELTERS, INC.	40249.97		134621	12/31/2000
TEN001	TENNESSEE SHELTERS, INC.	26109.72		009187	12/21/2000
TEN001	TENNESSEE SHELTERS, INC.	49288.20		009187	12/21/2000
TEN001	TENNESSEE SHELTERS, INC.	5706.21		009187	12/21/2000
TEN001	TENNESSEE SHELTERS, INC.	18895.87		009187	12/21/2000
VIS001	VISA	11155.84		055186	12/21/2000
Deposit/Batch Total	392598.84	337689.12	54909.72		
Bank FNB001 Total	392598.84	337689.12	54909.72		
Grand Total	392598.84	337689.12	54909.72		

End of Report

Post Transactions

When you post transactions, open invoices are created in the ARINxxx (Open Invoice) file for each sales and miscellaneous credit entry in the ARTDxxx and ARTHxxx (Transaction) files. The due date for each transaction is updated from the invoice date and the number of due days for the terms code, and the discount date is updated from the invoice date and the number of discount days from the customer's terms. A payment record is created in the ARINxxx file for each cash receipt.

The system creates a temporary file, ARTMTxxx, to store line-item entries, totals, and cash receipt information. As you post information, the line-item information is posted first; then the totals are updated. When all the line items are posted, the cash receipts information is posted, and finally the bank reconciliation transactions are posted and summary GL entries are calculated.

If you post detailed information to General Ledger, entries are created in the GLJRxxx (Journal) file for each line item. If you post only summary information to General Ledger, the transaction figures are summarized into one entry for each account.

The balance and the sales and payment history fields in the ARCUxxx (Customer) file are updated. The period-to-date, month-to-date, year-to-date, and last-year fields in the ARPYxxx (Payment Methods) file are updated.

The month- and year-to-date gross sales figures in the ARSRxxx (Sales Rep) file are updated.

The taxable and nontaxable totals from the transactions update the totals in the RMTXxxx (Tax Groups) file.

If you keep detail and summary history, the ARHIxxx file is updated by line-item and totals detail, and the ARHSxxx file is updated by summary totals for the company, customer, and items sold when applicable.

Posted transactions are cleared from the ARTDxxx, ARTHxxx, and ARCRxxx (Cash Receipts) files, and the temporary files are erased.

Interfaces

General Ledger

If Accounts Receivable is interfaced with General Ledger, debit and credit entries are created in the GLJRxxx file. If you post detail information, entries are made for each line item. If you post summary information, one entry is made for each account.

When you post invoices for sales on credit, entries are made to these accounts:

Sales	Sales Tax	Freight	Misc	AR
CR	CR	CR	CR	DB

The sales/COGS account code record provides the sales account. The general ledger account in the tax group record provides the sales tax account. The distribution codes record provides the other accounts.

The costs for each line item send entries to these accounts:

Inventory	COGS
CR	DB

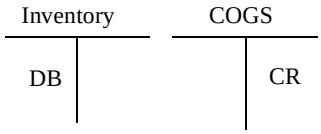
The item record or the ARGLxxx table provides the inventory account. The item record or the sales/COGS account code record provides the COGS account.

The miscellaneous credits for each line item send entries to these accounts:

Sales	Sales Tax	Freight	Misc	AR
DB	DB	DB	DB	CR

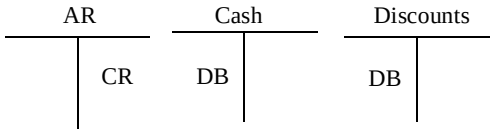
The sales/COGS account code record provides the sales account. The account in the tax group record provides the sales tax account. The distribution code record provides the other accounts.

The costs for each line item send entries to these accounts:



The item record or the ARGLxxx table provides the inventory account. The item record or the sales/COGS account code record provides the COGS account.

When you post invoices for cash receipts, entries are made to these accounts:



The payment method record provides the cash account, and the ARGLxxx table provides the discounts account.

The source of the accounts receivable account (or whichever account is credited by cash receipts) can vary. If you enter a customer ID when you enter cash receipts, the associated distribution code specifies the accounts receivable account. If you do not enter a customer ID when you enter cash receipts, you specify the accounts receivable account.

Job Cost

If Accounts Receivable is interfaced with Job Cost, posting updates the billing information in the JOBSxxx and JOHIxxx files. If a job or phase is completed, posting also updates the actual end date.

Bank Reconciliation

If Accounts Receivable is interfaced with Bank Reconciliation, each posted deposit creates a summary record in the BRTRxxx (Transactions) file.

Inventory

If Accounts Receivable is interfaced with Inventory, on-hand and in-use quantities are decreased, and quantities and history are updated. The system also calculates average prices in the INUPxxx (Units Pricing) file.

Before Posting

Before you post, do these things:

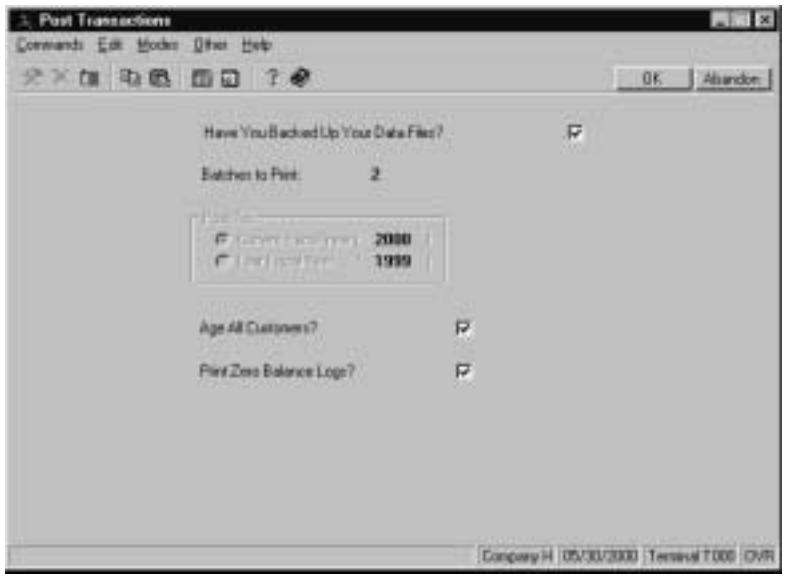
- If you have a multiuser system, make sure that no one else is working with the batch(es) you are posting. You cannot post if someone else is working within the batch(es).
- Print the Sales Journal (see page 6-9), the Miscellaneous Credits Journal (see page 6-13), and the Cash Receipts Journal (see page 6-21).
- Back up all the data files.

The information in the Sales Journal and the Miscellaneous Credits Journal comes from the ARTDxxx and ARTHxxx files. The information in the Cash Receipts Journal comes from the ARCRxxx file. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the Transaction Reports menu. The function screen appears.



1. If you have backed up your data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you haven't backed up your files, return to the Transaction Reports menu and do so before posting.

Inquiry

2. Select the batch numbers you want to post. You can post multiple batches at once.

3. Select the fiscal year you want to post to. If Accounts Receivable is not interfaced with General Ledger or if you did not create last-year data in General Ledger, you must post to the current year.

   If Accounts Receivable is interfaced with General Ledger and you have created last-year data in General Ledger, select the fiscal year to which you want to post the journal entries. You can post to the current-year GLJRxxx file or to the last-year GLJRxxx file.

4. If you want to age all customers, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

   If you enter elect not to age all customers, the system does not make any aging adjustments.

   If you elect to age all customers, the customer aging buckets can be updated in one of three ways. If you printed invoices, the invoice date entered in the Print Invoices function serves as the basis for aging. If you did not print invoices, the invoice header date serves as the basis for aging.

   If you did not enter an invoice number (and therefore no invoice date), the post date—the system date when you use this function—serves as the basis for aging.

5. Check the box (or enter **Y** in text mode) if you want to print logs for customers with zero balance; uncheck the box (or enter **N** in text mode) if not.

6. Select the output device.

A sample posting log is at the end of this section.

After posting is completed and the log is printed, the Transaction Reports menu appears.

Post Transactions Log

12/31/2000 Builders Supply Page A- 1
11:50 AM Post Transactions

Terminal: T000

Batches Posted:

000001 000002 999997 999998

Posted to CURRENT YEAR (2000)

12/31/2000 Builders Supply Page B- 1
11:50 AM POST ACCOUNTS RECEIVABLE

TOTAL POSTED TO OPEN INVOICE FILE 299284.14-
CUSTOMER FILE 299284.14-
JOB COST JOBS FILE .00

Transactions Posted to GL Period 12

Description	GL Account	Reference	Debit	Credit
PAYMENTS RECEIVED	100000	AR	333602.55	
AR	1010	AR		333602.55
AR	101000	AR	34318.41	
INVENTORY	1044	AR		16753.20
INVENTORY	104400	AR		3034.36
SALES TAX	203800	AR		1091.93
SALES	4010	AR		27090.00
SALES	401000	AR		6136.48
COST OF SALES	5010	AR	16753.20	
COST OF SALES	501000	AR	3034.36	
PERIOD 12 BALANCE			387708.52	387708.52
TOTAL GL POSTINGS			387708.52	387708.52

Post Cash Receipts Log

```
12/31/2000                                   Builders Supply                    Page C-   1
11:50 AM                                     POST CASH RECEIPTS

Mthd Type Description                              Amount
-------------------------------------------------------
CSH     1 Cash                                  54409.72

        1 TOTAL CASH                            54409.72

CHK     2 Check                                279192.83

        2 TOTAL CHECKS                         279192.83

                                              ============
          GRAND TOTAL                          333602.55


* Open Invoice Created
```

```
12/31/2000                                   Builders Supply                    Page D-   1
11:50 AM                                     POST DEPOSITS

   Dep #       Date                                  Amount
-------------------------------------------------------------------
BANK ACCOUNT FNB001 -

   000001      12/31/2000                        333602.55
                                                -------------
   TOTAL FOR BANK ACCOUNT FNB001                 333602.55


                                                =============
          GRAND TOTAL                           333602.55

End of Report
```

Open Invoices 7

Hold/Release Invoices	7-3
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Introduction

When you enter a transaction whose invoice has been paid completely, and you post, information about the transaction amounts moves from the ARCRxxx (Cash Receipts) and ARTDxxx and ARTHxxx (Transaction) files to the ARCUxxx (Customer) file and the ARHIxxx and ARHSxxx (Detail and Summary History) files.

The invoices and payments are posted to the ARINxxx (Open Invoices) file. Use the functions on the Open Invoices menu to take open invoices into account. You can put disputed invoices on hold to halt aging or release held invoices, calculate finance charges for invoices past due, and produce several reports to serve as a reference of your open invoices and as part of a larger audit trail for all transactions.

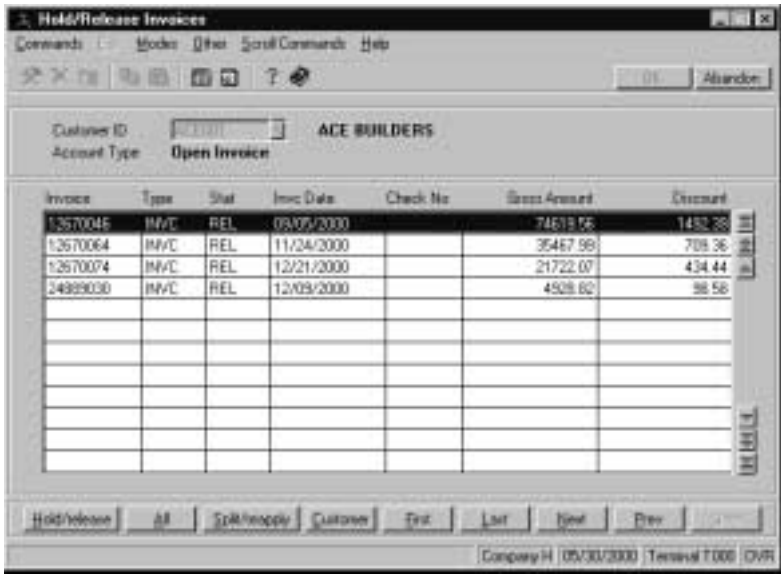
Hold/Release Invoices

Use the Hold/Release Invoices function to put disputed invoices on hold, release held invoices, split a payment or credit into several parts, or reapply a payment or credit to an outstanding invoice.

If you put an invoice, a miscellaneous credit, or a cash receipt on hold, it does not appear on the customer's statement, but it will continue to be aged properly. Finance charges are not assessed for held invoices.

Hold/Release Invoices Screen

Select **Hold/Release Invoices** from the Open Invoices menu. The function screen appears.



	Field	Description
Inquiry **Maint**	Customer ID	Enter the ID of the customer whose invoices you want to hold or release. If you use the **Maintenance** (**F6**) command, the Customers function is temporarily called up. After you enter the ID, information about the customer appears: the customer's account type, status, date and amount of the last payment, and check number.

Command Bar

Hold/release, **All**, **Split/reapply**, **Customer**, **First**, **Last**, **Next**, **Prev**, **Goto**

- To hold or release an invoice, move the prompt to the invoice you want to change and press **H** to change the status. To change it back, press **H** again.
- To change the status of all invoices from one type to another, press **A.** In the window that appears, enter **H** to change all statuses to *held* or **R** to change all statuses to *released*.
- To split a payment or credit memo into more than one payment or credit memo or to reapply a payment to an invoice, press **S**. Then enter the amount of the new invoice and the invoice number to apply payment to.
- To work with invoices for a different customer, press **C**. Then enter the ID of the customer whose invoices you want to work with.
- To work with invoices for the first customer on file, press **F**.
- To work with invoices for the last customer on file, press **L**.
- To work with invoices for the next customer on file, press **N**.
- To work with invoices for the previous customer on file, press **P**.
- To move to a specific invoice number, press **G** and enter the number. (You can use this command only if there is more than one screen of invoice numbers.)

When you are finished working with information for the customer, enter another customer ID, or exit to the Open Invoices menu.

Open Invoice Report

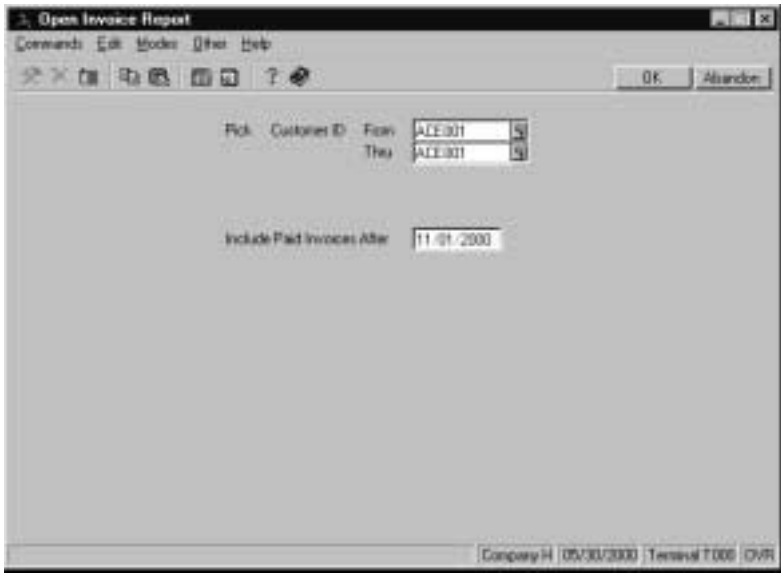
The Open Invoice Report lists the invoices, miscellaneous credits, and cash receipts in the ARINxxx (Open Invoice) file. Only open invoice customers (account type O) in the ARCUxxx (Customer) file are included in this report.

The Open Invoice Report shows only summary (totals) information. If you need a more detailed report for sales analysis, print the Detail History Report (see page 8-11).

Before you produce the Open Invoice Report, make sure that you have posted all the transactions.

Open Invoice Report Screen

Select **Open Invoice Report** from the Open Invoices menu. The function screen appears.



Inquiry

1. Enter the range of customers whose information you want to include in the report.

2. Enter the date of the first paid invoice that you want to include in the report. Paid invoices dated on or after the date you enter will be included in the report.

3. Select the output device.

A sample Open Invoice Report is at the end of this section. The letter *H* in the St (status) column indicates that the invoice is on hold. The amounts in the Gross Amount column are the invoice totals before discounts are taken.

After the report is produced, the Open Invoices menu appears.

Open Invoice Report

04/11/2001 Builders Supply Page 1
5:30 PM Open Invoice Report

Invoice Number	Type	St	MOP	Invoice Date	Due Date	Discount Date	Gross Amount	Discount Amount	Payments	Misc. Credits	Balance
Customer ACE001 ACE BUILDERS											
12670046	IN			09/05/2000	10/05/2000	09/15/2000	74619.56	1492.39			74619.56
12670064	IN			11/24/2000	12/24/2000	12/04/2000	35467.99	709.36			110087.55
12670064	PY		CHK	12/21/2000					35467.99		74619.56
12670074	IN			12/21/2000	01/20/2001	12/31/2000	21722.07	434.44			96341.63
24889030	IN			12/09/2000	01/08/2001	12/19/2000	4928.82	98.58			101270.45
24889107	CM					12/21/2001				973.96	100296.49
					TOTAL		25934.82		7203.92	.00	18730.90
					GRAND TOTAL		1046529.82		348165.10	49188.61	649176.11

End of Report

Aged Trial Balance

The Aged Trial Balance shows the invoice balances broken down into five aging periods. The detail report shows full detail for all invoices; the summary report shows only the aging period totals.

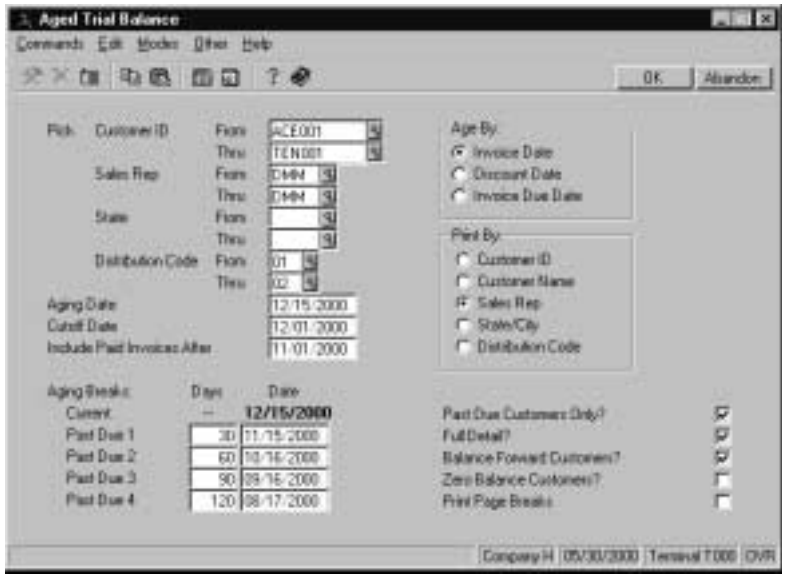
For balance forward customers, the summary balances of the five aging periods are shown. For open invoice customers, the invoices, credits, and receipts in the ARINxxx (Open Invoice) file and the aging period each of the transactions belongs to are shown (provided you elect to include full details).

If you have open invoice customers, the aged balances in the Aged Trial Balance may not be the same as the ones in the ARCUxxx (Customer) file. The balances in Aged Trial Balance are up to date on the day you print the report; the balances in the ARCUxxx file are updated at the end of the month, when you post, or if the online aging option is set to YES.

If you do not do periodic maintenance before you enter activity for a new month, the Current columns in the report show activity for the current month and all the months you did not do periodic maintenance.

Aged Trial Balance Screen

Select **Aged Trial Balance** from the Open Invoices menu. This screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.

Inquiry

2. Enter the range of sales reps you want to include in the report.

3. Enter the range of states you want to include in the report.

Inquiry

4. Enter the range of distribution codes you want to include in the report.

5. Accept the displayed aging date, or enter the date the system is to use as a starting point for aging.

6. Accept the displayed cutoff date, or enter the date the system is to use as an ending point for aging. Invoices dated later than this cutoff date do not appear in the report.

7. Accept the displayed date, or enter the date of the first statement that you want to include in the report. Invoices paid before the date you enter will not be included in the report.

8. Aging breaks are the dates that define aging buckets, or categories of invoices with a particular aging status. The categories are Current and Past Due 1-4. Accept the displayed dates, or enter different dates.

9. Select the date by which you want to age invoices.

10. Select the order in which you want to print the report.

11. If you want to include only customers whose balance is past due, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

12. If you want to list line-item transactions associated with each customer, check the box (or enter **Y** in text mode). If you want to list only totals associated with each customer, uncheck the box (or enter **N** in text mode).

13. If you want to include balance forward customers, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

14. If you want to include the contact ID, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

15. If you want information about each sales rep, state/city, or distribution code to begin on a new page, check the box (or enter **Y** in text mode). If you want the information produced in a continuous flow, uncheck the box (or enter **N** in text mode). You can print page breaks only if you elected to organize the report by sales rep, state and city, or distribution code (in step 11 above) and if you have more than one page of data.

16. Select the output device.

A sample Aged Trial Balance is at the end of this section. Unapplied credits (in the Unapplied column) are applied to the customer totals for each aging period. The letter *H* in the St (status) column shows that the invoice is held. The Current column shows balances that are not 31 days old yet.

After the report is produced, the Open Invoices menu appears.

Aged Trial Balance

12/31/2000 Builders Supply Page 1
11:57 AM Detail Accounts Receivable Aged Trial Balance
Aged By Invoice Date

Invoice	S t	T p	Inv Date	Amount	Current	31-60	61-90	91-120	Over 120	Unapplied
ACE001 ACE BUILDERS				(505)555-1646	Contact BRIAN			Sales Rep GPD Garry P. Deacon		
00002081		I	05/19/99	9728.76					9728.76	
12670046		I	09/05/00	74619.56				74619.56		
12670064		I	11/24/00	35467.99						
12670064		P	12/21/00	35467.99-	.00					
12670074		I	12/21/00	21722.07	21722.07					
12670206		I	12/21/99	100.00					100.00	
12670207		C	12/21/99	15693.74-						15693.74-
24889030		I	12/09/00	4928.82	4928.82					
Cust ACE001 TOTAL				95405.47	26650.89	.00	.00	74619.56	9828.76	15693.74-
CASHCA CASH SALES-OAKLAND, CA				( ) -	Contact			Sales Rep		
Cust CASHCA TOTAL				77833.81	30228.32	.00	32858.76	.00	14746.73	.00
CASHTX CASH SALES-DALLAS, TX				( ) -	Contact			Sales Rep		
Cust CASHTX TOTAL				4587.70	4587.70	.00	.00	.00	.00	.00
DAL001 DALLAS-FT WORTH DOME HOMES				(111)555-2389	Contact BOB PARKER			Sales Rep DMM Donna M Mendelsohn		
12670056		I	10/14/00	9739.64			9739.64			
12670066		I	11/15/00	7203.92						
12670066		P	12/21/00	7203.92-	.00					
12670077		I	12/25/00	8991.26	8991.26					
Cust DAL001 TOTAL				18730.90	8991.26	.00	9739.64	.00	.00	.00
GRE001 GREATER NEW YORK DOMES, INC.				(100)555-0011	Contact JOHN PARKER			Sales Rep PRT Patrick R Thomassen		
Cust GRE001 TOTAL				20142.90	8449.46	.00	11693.44	.00	.00	.00
GRAND TOTAL				216700.78	78907.63	.00	54291.84	74619.56	24575.49	15693.74-

End of Report

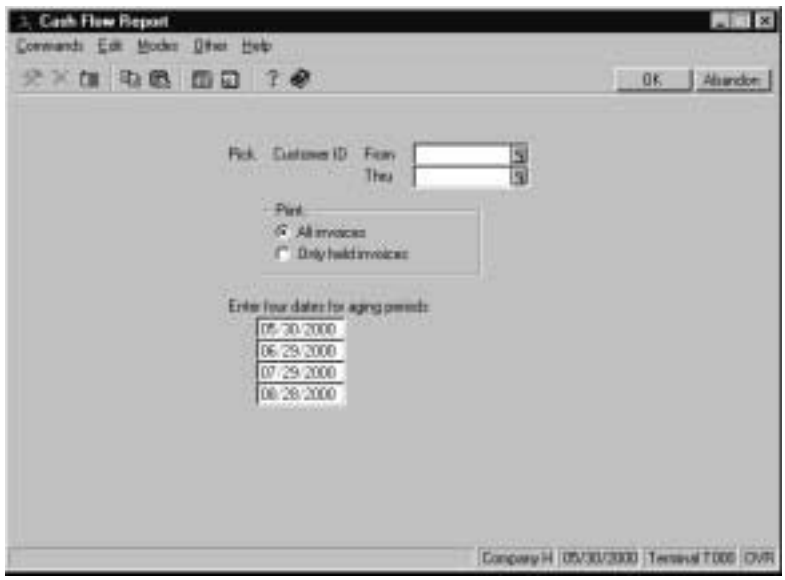
Cash Flow Report

The Cash Flow Report helps you calculate the amount of cash that is due to be received with any one of four aging periods you specify. (It does not show paid invoices.)

The information comes from the ARINxxx (Open Invoice) file and the ARCUxxx (Customer) file.

Cash Flow Report Screen

Select **Cash Flow Report** from the Open Invoices menu. The function screen appears.



Inquiry

1. Enter the range of customers whose information you want to include in the report.

2. Select the invoices you want to include in the report. You can include all invoices or only invoices that are on hold.

3. Enter four aging periods for the invoices, or accept each displayed date it. Enter the dates in chronological order, the earliest date first.

4. Select the output device.

A sample Cash Flow Report is at the end of this section.

After the report is produced, the Open Invoices menu appears.

Cash Flow Report

04/11/2001 Builders Supply Page 1
5:30 PM Cash Flow Report
All Invoices

Invoice Number	S T P	Due Date	Discount Date	Amount	Current	After 04/11/2001	After 05/11/2001	After 06/10/2001	After 07/10/2001
Customer ACE001 ACE BUILDERS									
12670046	I	10/05/2000	09/15/2000	74619.56					74619.56
12670064	I	12/24/2000	12/04/2000	35467.99					
12670064	P		12/21/2000	35467.99-					.00
12670074	I	01/20/2001	12/31/2000	21722.07					21722.07
24889030	I	01/08/2001	12/19/2000	4928.82					4928.82
24889107	C	01/20/2000	12/21/2001	973.96-	973.96-				
Customer Total				100296.49	973.96-	.00	.00	.00	101270.45
Customer DAL001 DALLAS-FT WORTH DOME HOMES									
12670056	I	11/13/2000	10/24/2000	9739.64					9739.64
12670066	I	12/15/2000	11/25/2000	7203.92					
12670066	P		12/21/2000	7203.92-					.00
12670077	I	01/24/2001	01/04/2001	8991.26					8991.26
Customer Total				18730.90	.00	.00	.00	.00	18730.90
Customer KAN001 KANSAS CITY GEODESIC HOMES									
24889028	I	12/12/2000	11/22/2000	418949.70					
24889028	P		12/21/2000	12072.97-					406876.73
Customer Total				406876.73	.00	.00	.00	.00	406876.73
GRAND TOTAL				525904.12	973.96-	.00	.00	.00	526878.08

End of Report

Calculate Finance Charges

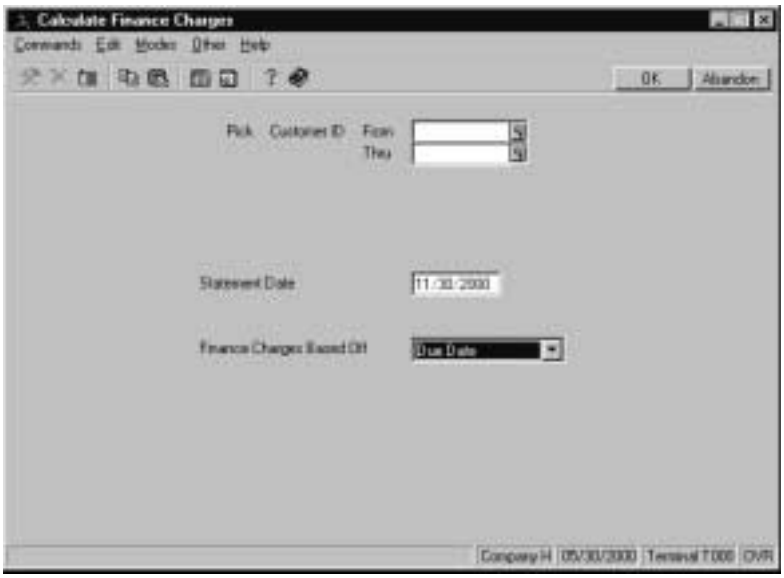
If your company assesses finance charges, use the Calculate Finance Charges function to calculate finance charges on overdue invoices, to produce a report of finance charges, and to update the new finance charge in the ARCUxxx (Customer) file.

Finance charges are assessed only for customers that are set up for finance charges and that have an associated finance charge code in the ARCUxxx file. The calculation is based on the minimum charge, the percentage, the invoice or due date, and the cutoff days specified in the customer's finance charge code.

If you recalculate finance charges, you must do it before you do periodic maintenance. Performing periodic maintenance moves the figure in the New Fin Chg field to the Unpaid Fin Chg field in the customer record and creates an open invoice in the ARINxxx (Open Invoice) file.

Calculate Finance Charges Screen

Select **Calculate Finance Charges** from the Open Invoices menu. The function screen appears.



Inquiry

1. Enter the range of customers for which you want to calculate finance charges.

2. Accept the displayed statement date, or enter a different date. Invoice aging for open invoice customers is based on this date.

3. To calculate finance charges based on the due date, press **D**. To calculate finance charges based on the invoice date, press **I**.

   Finance charges are calculated for invoices dated before the displayed date, which is determined by the number of days in each customer's finance charge code and the due or invoice dates.

4. Select the output device.

A sample finance charge report is at the end of this section. The letters *BF* in the Type column indicate a balance forward account; the letters *OI* indicate an open invoice account. The statement *FINANCE CODE = 0* indicates that the customer is not assessed finance charges.

After the report is produced, the Open Invoices menu appears.

Calculate Finance Charges Report

09/30/2001 Builders Supply Page 1
9:34 AM Calculate Finance Charges

Statement Date 09/30/2001
1.5 Percent Finance Charge
$ 0 Minimum Charge
Charge Over 30 Days

Customer ID	Name	Type	Unpaid Fin. Chg.	Balance 0- 30 Days	Balance 31+ Days	Calculated Fin. Chg.	
ACE001	ACE BUILDERS	OI	.00	136738.44	.00	.00	
CASHCA	CASH SALES-OAKLAND, CA	BF	.00	1940.87	49546.36	.00	Finance Code = 0
CASHMD	CASH SALES-BALTIMORE, MD	BF	.00	763.29	14855.00	.00	Finance Code = 0
CASHMN	CASH SALES-MINNEAPOLIS	BF	.00	1710.72	5708.28	.00	Finance Code = 0
CASHPS	CASH SALES-DALLAS, TX	BF	.00	1788.43	27643.13	.00	Finance Code = 0
DAL001	DALLAS-FT WORTH DOME HOMES	OI	.00	25934.82	.00	.00	
GRE001	GREATER NEW YORK DOMES, INC.	BF	.00	8449.46	11693.44	175.40	
KAN001	KANSAS CITY GEODESIC HOMES	OI	.00	506876.73	.00	.00	
LOS001	LOS ANGELES CONSTRUCTION CO.	OI	.00	79096.22	.00	.00	
SUN001	SUNSHINE HOMES, INC.	OI	.00	8246.32	.00	.00	
TEN001	TENNESSEE SHELTERS, INC.	OI	.00	197917.17	.00	.00	
VIS001	VISA	OI	.00	11155.84	.00	.00	Finance Code = 0
	TOTAL		.00	980618.31	109446.21	175.40	

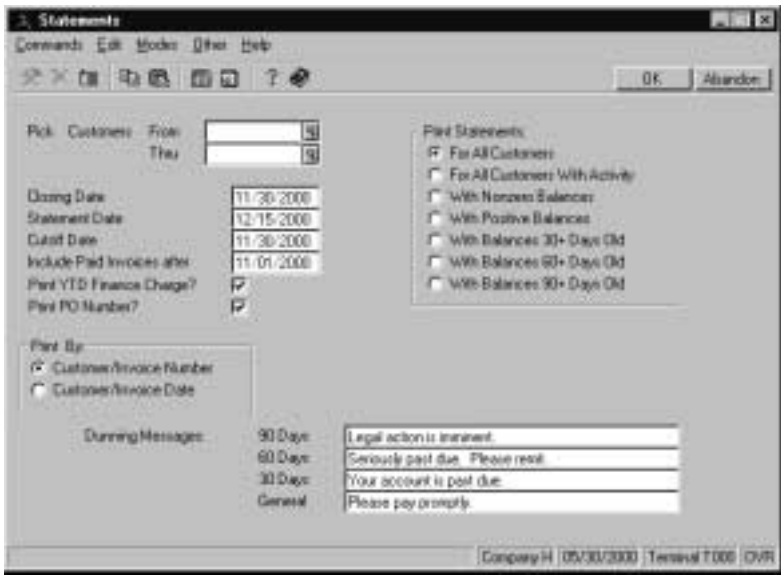
End of Report

Statements

Statements show the month's transactions, summarizing your customer accounts. Use the Statements function to print statements for customers whose records specify that they receive statements.

Statements Screen

Select **Statements** from the Open Invoices menu. The function screen appears.



Inquiry

1. Enter the range of customers for whom you want to produce statements.

2. Accept the displayed date as the closing date, or enter the date that customers must pay their statements to avoid finance charges.

3. Accept the displayed date as the statement date, or enter the date you will issue the statements. This date is used to age invoices for open invoice customers.

4. Accept the displayed date as the cutoff date, or enter a different cutoff date. Invoices dated later than this date will not appear on the statements.

5. Accept the displayed date, or enter the date of the first paid invoice you want to include in the statements. Paid invoices dated on or after the date you enter will be included in the statements.

6. If you want to print customers' year-to-date finance charges on the statements, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. If you want to print purchase order numbers on the statements, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

8. Select the order in which you want to print the statements.

9. Select the group of customers whose statements you want to print.

10. The messages that were used the last time you printed the statements are displayed. Accept the messages for their respective aging periods, or enter different messages. The messages are printed on the statements.

11. Select the output device.

12. If you elect to print the statements, an alignment character is printed in the statement's top right-hand corner. If the X is not centered in the alignment box or if the Xs are not aligned in the grid on laser forms, adjust the form and select **No** (or enter **N** in text mode). The alignment character is printed again. Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode) to print the statements.

A sample customer statement is at the end of this section.

After the statements are printed, the Open Invoices menu appears.

Statement

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

STATEMENT

PAGE 1
DATE 12/30/2001
ACCOUNT NO. ACE001

ATTN: ACCOUNTS PAYABLE
ACE BUILDERS
1588 SE 3187 STREET
PADUCAH KY 28655-7865

AMOUNT DUE 92384.04

TERMS 2/10,n/30

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NO	TYPE	CHECK NO	CHARGES	CREDITS	BALANCE
09/05/2001	12670046	IN		74619.56		74619.56
12/09/2001	24889030	IN		4928.82		4928.82
12/21/2001	12670074	IN		21722.07		21722.07
12/21/2001	12670206	IN		100.00		100.00
12/21/2001	12670207	CR			15693.74	15693.74-
12/30/2001	00000066	IN		9925.02		9925.02
PO Number BR549						
12/30/2001	00000067	CR			3217.69	3217.69-
PO Number BR549						

Legal action is imminent.
YTD Finance Charges added to your account: .00
Activity after 12/30/2001 will be reflected on your next statement.

CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS	FINANCE CHARGE	AMOUNT DUE
17764.48	.00	.00	74619.56	.00	92384.04

Remittance From Open System Forms 1-800-394-4726 LASER STATEMENT 4000

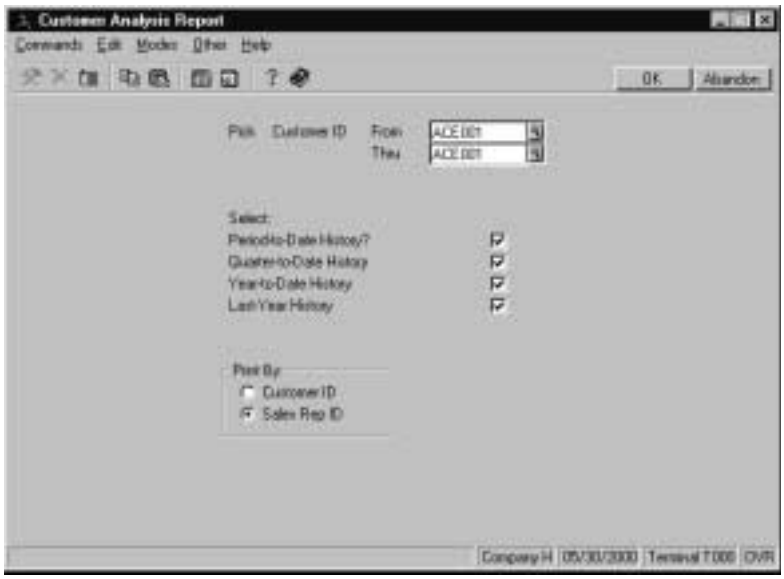
Customer Analysis Report

Print the Customer Analysis Report to find out how much money you are making from your customers, if they are paying on time, the last time each customer purchased items, and who your most profitable customers are. This report is valuable if you are planning a marketing strategy and want to consider a specific group of buyers.

Produce the Customer Analysis Report before you do periodic maintenance, because periodic maintenance clears several fields in the ARCUxxx (Customer) file.

Customer Analysis Report Screen

Select **Customer Analysis Report** from the Open Invoices menu. The function screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.

2. Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate the types of history information you want in the report.

   The selections progressively cover more history; for example, the year-to-date history includes period-to-date history. When you elect to include a field, the information is broken down at that level. For example, when you include Period-to-Date, the period information is broken down as such. When you exclude Period-to-Date and include Year-to-Date, the period-to-date information is presented as an overall part of the year's total.

3. Select the order in which you want to print the report.

4. Select the output device.

A sample Customer Analysis Report is at the end of this section. The sales amount is the net of the line items.

After the report is produced, the Open Invoices menu appears.

Customer Analysis Report

04/11/2001 Builders Supply Page 1
5:32 PM Customer Analysis Report
By Customer ID

ID	Name	Rep	Terms Per	Terms Days	Terms Net	Dist. Code	Credit Limit	Balance Due	First Sales Date	Last Sales Date
ACE001	ACE BUILDERS	GPD	2.0	10	30	01	315000	100296.49	07/14/2001	12/21/2000

Sales History

	Sales	Profit	Inv.	Average Inv.
PTD	25676.94	2326.12	1	25676.94
QTD	215787.47	48546.85	3	71929.16
YTD	1664357.29	492955.73	13	128027.48
L/Y	1223579.63	370863.25	8	152947.45

ID	Name	Rep	Terms Per	Terms Days	Terms Net	Dist. Code	Credit Limit	Balance Due	First Sales Date	Last Sales Date
CASHCA	CASH SALES-OAKLAND, CA		0.0	0	0	01	0	75998.34	09/21/2000	12/06/2000

Sales History

	Sales	Profit	Inv.	Average Inv.
PTD	26895.60	11892.24	2	13447.80
QTD	74609.36	43678.14	4	18652.34
YTD	91441.96	49075.39	5	18288.39
L/Y	.00	.00	0	.00

ID	Name	Rep	Terms Per	Terms Days	Terms Net	Dist. Code	Credit Limit	Balance Due	First Sales Date	Last Sales Date
CASHMD	CASH SALES-BALTIMORE, MD		0.0	0	0	01	0	.00	03/04/2000	12/20/2000

Sales History

	Sales	Profit	Inv.	Average Inv.
PTD	763.29	459.29	1	763.29
QTD	34113.39	13388.03	3	11371.13
YTD	108136.59	65727.39	5	21627.32
L/Y	.00	.00	0	.00

ID	Name	Rep	Terms Per	Terms Days	Terms Net	Dist. Code	Credit Limit	Balance Due	First Sales Date	Last Sales Date
CASHMN	CASH SALES-MINNEAPOLIS		0.0	0	0	01	0	4683.92	07/05/2001	12/01/2000

		Sales	Profit	Inv.	Average Inv.	
TOTAL	PTD	59730.49	18143.96	6	9955.08	180978.75
	QTD	345094.16	116023.57	14	24649.58	
	YTD	2006816.38	678070.58	29	69200.56	
	L/Y	1542576.43	563064.15	10	154257.64	

End of Report

Commissions Report

The Commissions Report shows the sales information for each sales rep who had activity during the selected range of dates. If you elected not to save detail sales history in the Resource Manager Options and Interfaces function, no information is available for this report.

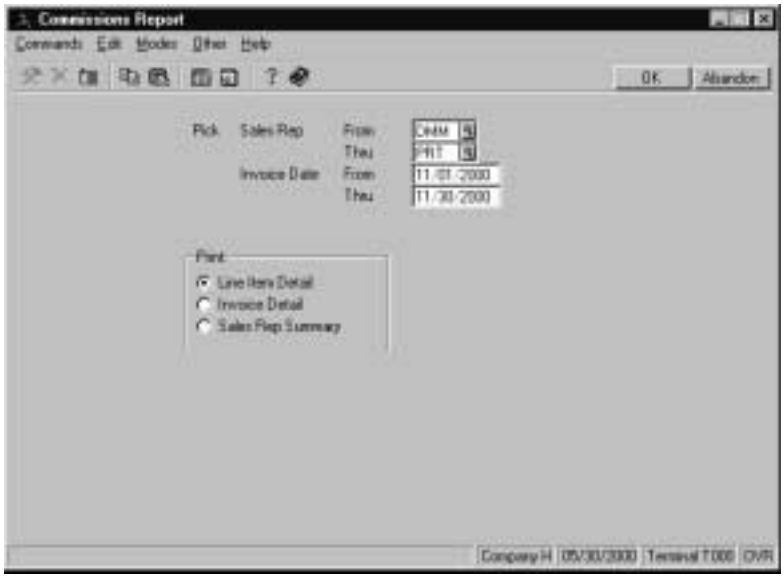
Produce the Commissions Report before you do periodic maintenance, because you can clear the ARHIxxx (Detail History) file through that function. Open invoices in a period whose history you deleted are not included in the Commissions Report.

You can produce a report with commissions broken down by line items, commissions broken down by invoices, or summary commissions. The line-item detail report shows the price, profit, and commission for each line item. The invoice detail report shows the total price, profit, and commission for each invoice. The sales rep summary report shows only the totals for each sales rep.

If a sales rep's commission is based on paid invoices, commissions are calculated only on the portion of sales that has been paid for open invoice customers and balance forward customers. (See page 3-15 for an explanation of how commissions are calculated.)

Commissions Report Screen

Select **Commissions Report** from the Open Invoices menu. This screen appears.



Inquiry

1. Enter the range of sales reps whose commissions you want to include in the report.
2. Enter the range of dates of the invoices to be taken into account in the report.
3. Select the type of detail you want to include in the report.
4. Select the output device.

A sample Commissions Report is at the end of this section.

After the report is produced, the Open Invoices menu appears.

Commissions Report

12/31/2000 Builders Supply Page 1
12:34 AM Commissions Report

Sales Rep: DMM Employee ID: 12/01/2000 Thru 12/31/2000 Line Item Detail
Name: Donna M Mendelsohn

Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission
TEN001	24889031	12/09/2000		Heating/Cooling Pack	28833.60	28833.60	100.0	
TEN001	24889031	12/09/2000	TRANSACTION TOTALS		.00	.00	100.0	
TEN001	24889031	12/09/2000		Invoice Total	28833.60	28833.60	100.0	1513.76
TEN001	12670076	12/19/2000	250	Exterior Panels	3807.04	17.25-	100.0	
TEN001	12670076	12/19/2000	700	Cabinets	1899.17	1496.01	100.0	
TEN001	12670076	12/19/2000	TRANSACTION TOTALS		.00	.00	100.0	
TEN001	12670076	12/19/2000		Invoice Total	5706.21	1478.76	100.0	299.58
DAL001	12670077	12/25/2000	300	Interior Door	208.00	3.44-	100.0	
DAL001	12670077	12/25/2000	350	Entry Door	5362.64	148.89	100.0	
DAL001	12670077	12/25/2000	600	Standard Window 24"	571.87	22.02-	100.0	
DAL001	12670077	12/25/2000	700	Cabinets	2848.75	2244.01	100.0	
DAL001	12670077	12/25/2000	TRANSACTION TOTALS		.00	.00	100.0	
DAL001	12670077	12/25/2000		Invoice Total	8991.26	2367.44	100.0	472.04
Sales Rep DMM Total Based on 5.250% of Net Sales				/Booked Sales	43531.07	32679.80		2285.38

12/31/2000 Builders Supply Page 2
12:34 AM Commissions Report

Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission
				GRAND TOTAL				2285.38

End of Report

History Reports 8

AR Analysis Report	8-3
Sales Analysis Report	8-7
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Customer Sales Report	8-15
Customer Activity Report	8-19
Summary Invoice History	8-23
Promotional Analysis	8-27
Print History Invoices	8-31
Tax Audit Report	8-35

Introduction

The history reports get information from the ARHIxxx and ARHSxxx (Detail and Summary History) files. Each report serves as a reference for activity after you post; together they provide a source of data you can use to complete an audit trail

AR Analysis Report

The AR Analysis Report provides an analysis of your company's outstanding receivables. The report has three parts. Each part compares the receivables of a period you specify with those of a previous period, the previous three periods, and the same period of the previous year.

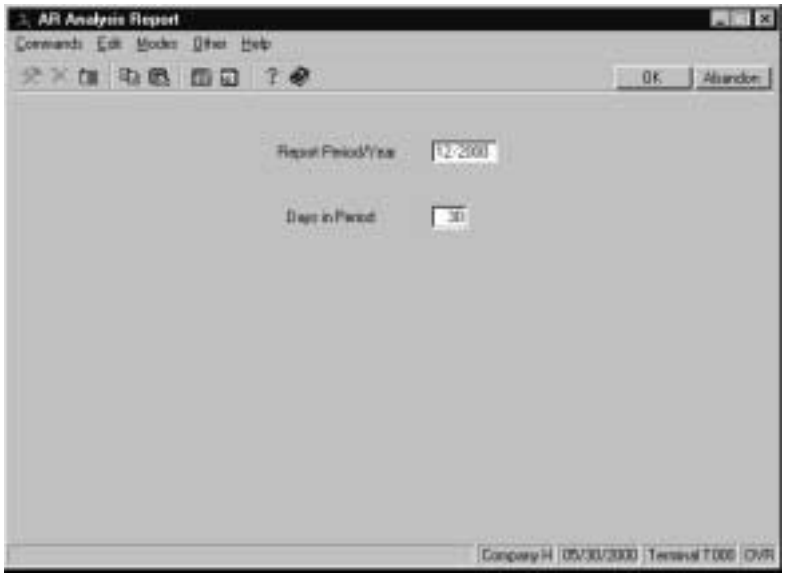
The first section of the report shows the total sales and a breakdown of sales into aging buckets and the number of days sales were outstanding. The second section shows a composite of receivables that are outstanding for more than 30, 60, 90, and 120 days. The third section shows the average invoice amount, number of days sales were outstanding, number of invoices you sent to customers, and number of payments you received from customers.

The system reads backwards through the ARHSxxx (Summary History) file to find data for the previous periods. If you did not do period-end maintenance for a period, the data will be inaccurate for that period.

You cannot produce this report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the ARPDxxx table.

AR Analysis Report Screen

Select **AR Analysis Report** from the History Reports menu. This screen appears.



1. Accept the current period and fiscal year that are displayed from the ARPDxxx table, or enter a different period or fiscal year.

2. Enter the number of days that have gone by in the reporting period you entered. All other periods use 30 days as an average. The number you enter is used to calculate the number of days that sales are outstanding.

3. Select the output device.

A sample AR Analysis Report is at the end of this section. The system inserts the periods in the report. An asterisk (*) in the report indicates that no summary history is available for that period or it is insufficient for a range of periods. In the first section of the report, finance charges are included in the Total AR column but not in the individual aging columns. The amounts in the second section are a composite of all receivables that are outstanding for more than 30, 60, 90, and 120 days.

After the report is produced, the History Reports menu appears.

AR Analysis Report

12/11/2000 Builders Supply Page 1
8:09 PM AR Analysis Report
Period 12 - 2000

	Accounts Receivable Balance						Days Sales
	Current	31-60	61-90	91-120	Over 120	Total AR	Outstanding
Period 12	234754.20-	304636.10	.00	.00	.00	77422.57	6.64
3-Period Avg	78515.90-	307597.76	453.08	.00	54554.16	286602.66	26.60
Prior Period	793.51-	282089.78	.00	.00	63127.31	344423.58	36.42
Last Year Period 12	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *

	Over 30		Over 60		Over 90		Over 120	
	Total Amt	Pct/Tot	Total Amt	Pct/Tot	Total Amt	Pct/Tot	Total Amt	Pct/Tot
Period 12	304636.10	393.47	.00	.00	.00	.00	.00	.00
3-Period Avg	362605.00	126.52	55007.24	19.19	54554.16	19.03	54554.16	19.03
Prior Period	345217.09	100.23	63127.31	18.33	63127.31	18.33	63127.31	18.33
Last Year Period 12	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *

	Period 12	3-Period Avg		Prior Period		Same Period Last Yr	
	Amount	Amount	Pct	Amount	Pct	Amount	Pct
Average Invoice	38883.23	74649.85	191.98	141842.58	364.79	.00 *	.00 *
Average Days to Pay	25.68	40.86	159.11	82.20	320.09	.00 *	.00 *
Days Sales Outstanding	6.64	26.60	400.60	36.42	548.49	.00 *	.00 *
Number of Invoices	9	4	48.11	2	22.22	0 *	.00 *
Number of Payments	22	11	51.50	5	22.73	0 *	.00 *

End of Report

Sales Analysis Report

The Sales Analysis Report provides an analysis of your company's sales based on a reporting period you specify and of the last fiscal year's trends by period.

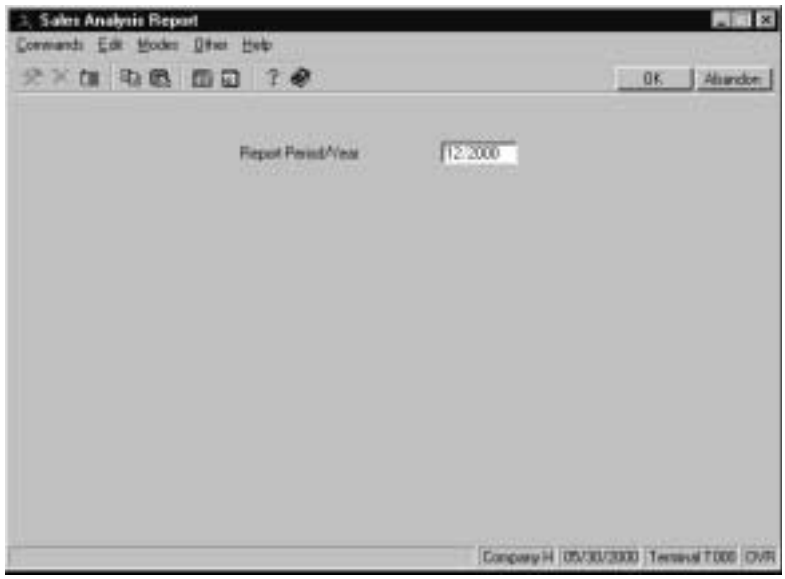
The report has two parts. The first part shows the current and previous years' sales, COGS, gross profit, number of invoices, and average invoice amounts for the reporting period, quarter, and year. The second part of the report shows the sales, COGS, gross profit, average invoice amount, and number of invoices for the reporting period and the previous 12 periods.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the ARPDxxx table.

The system reads backwards through the ARHSxxx (Summary History) file to find data for the previous period. If you did not do period-end maintenance for a period, the data will be inaccurate for that period.

Sales Analysis Report Screen

Select **Sales Analysis Report** from the History Reports menu. The function screen appears.



1. Accept the current period and fiscal year that are displayed from the ARPDxxx table, or enter a different period or fiscal year.

2. Select the output device.

A sample Sales Analysis Report is at the end of this section. An asterisk (*) in the report indicates that no summary history is available for that period or is insufficient for a range of periods.

After the report is produced, the History Report menu appears.

Sales Analysis Report

12/31/2000 Builders Supply Page 1
8:19 PM Sales Analysis Report
Period 12 - 2000

	Current Year			Last Year		
	Current Period	Quarter-to-Date	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date
Sales	349949.05	969701.60	4475637.45 *	.00 *	.00 *	.00 *
COGS	160082.27	455247.67	2195720.39 *	.00 *	.00 *	.00 *
Gross Profit	189866.78	514453.93	2279917.06 *	.00 *	.00 *	.00 *
Average Invoice	38883.23	74592.43	114759.93 *	.00 *	.00 *	.00 *
Number of Invoices	9	13	39*	0*	0*	0*

12-Month Trend

Periods	Sales		COGS		Gross Profit		Average Invoice		No. of Invoices	
	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr
Current	349949.05	100.00	160082.27	100.00	189866.78	100.00	38883.23	100.00	9	100.00
Back 1	283685.16	81.06	153015.12	95.59	130670.04	68.82	141842.58	364.79	2	22.22
Back 2	336067.39	96.03	142150.28	88.80	193917.11	102.13	168033.70	432.15	2	22.22
Back 3	545837.38	155.98	292110.93	182.48	253726.45	133.63	90972.90	233.96	6	66.67
Back 4	531269.93	151.81	266535.62	166.50	264734.31	139.43	106253.99	273.26	5	55.56
Back 5	2428828.54	694.05	1181826.17	738.26	1247002.37	656.78	161921.90	416.43	15	166.67
Back 6	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 7	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 8	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 9	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 10	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 11	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 12	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *

End of Report

Detail History Report

Print the Detail History Report to find out which items are being sold most, which customers are buying most frequently, what each customer is buying, what each sales rep is or is not selling, when items are being sold, and how much each item is being sold for.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Detail History Report Screen

Select **Detail History Report** from the History Reports menu. This screen appears.

Inquiry

1. Enter the range of customers you want to include in the report.

Inquiry

2. Enter the range of sales reps you want to include in the report.

Inquiry

3. Enter the range of associated job or item numbers whose invoice information you want to include in the report.

Inquiry

4. Enter the range of associated sales categories whose invoice information you want to include in the report.
5. Enter the range of dates of the invoices you want to include in the report.
6. Enter the range of invoices you want to include in the report.
7. Select the amount of detail you want to include in the report.
8. Select the type of units you want the report to reflect.
9. Select the order in which you want to print the report.
10. If you want the report to include invoice line items, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
11. If you want the report to include payment information, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
12. If you want the report to include sales taxes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
13. If you want the report to include freight charges, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
14. If you want to include miscellaneous charges, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
15. If you want the report to include finance charges, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
16. If you want the report to include additional descriptions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). You can include additional descriptions only if you elected to use additional descriptions in the Resource Manager Options and Interfaces function.
17. Select the output device.

A sample Detail History Report is at the end of this section. The profit on each sale is shown as a dollar amount in the Profit column and as a percent in the % column.

After the report is produced, the History Reports menu appears.

Detail History Report

04/11/2001 Builders Supply PAGE 1
8:20 PM Detail History Report
By Customer ID

			Cost/	Sales/	Profit	%
CUSTOMER ACE001	ACE BUILDERS		1813375.42	2476380.45	663005.03	26.8
CUSTOMER DAL001	DALLAS-FT WORTH DOME HOMES		162611.15	494356.79	331745.64	67.1
GRE001 PRT	FREIGHT CHARGES	24889101 12/21/99	345.00	345.00	.00	0.0
GRE001 PRT	MISC CHARGES	24889101 12/21/99	436.00	436.00	.00	0.0
CUSTOMER GRE001	GREATER NEW YORK DOMES, INC.		251547.94	395913.06	144365.12	36.5
CUSTOMER KAN001	KANSAS CITY GEODESIC HOMES		355815.46	726927.21	371111.75	51.1
CUSTOMER LOS001	LOS ANGELES CONSTRUCTION CO.		342568.49	710581.74	368013.25	51.8
CUSTOMER SUN001	SUNSHINE HOMES, INC.		22571.77	65238.57	42666.80	65.4
CUSTOMER TEN001	TENNESSEE SHELTERS, INC.		249266.23	770042.54	520776.31	67.6
		GRAND TOTAL	3197756.46	5639440.36	2441683.90	43.3

End of Report

Customer Sales Report

The Customer Sales Report shows how much money you are making from your customers, the gross profit you made on the sales, the average invoice amounts, and the number of invoices. You can list only customer sales history, or you can include item and job history. If you elect to include item and job history, the report shows the quantities sold.

You cannot print the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the ARPDxxx table.

Customer Sales Report Screen

Select **Customer Sales Report** from the History Reports menu. The function screen appears.

Inquiry

1. Enter the range of customers you want to include in the report.

Inquiry

2. Enter the range of customer classes you want to include in the report.

Inquiry

3. Enter the range of sales reps whose associated customers you want to include in the report.

4. Select the order in which you want to print the report.

5. If you want to include history for items and jobs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

6. Accept the current period and fiscal year that are displayed from the ARPDxxx table, or enter a different period or fiscal year.

A sample Customer Sales Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Customer Sales Report

04/11/2001 Builders Supply Page 1
8:21 PM Customer Sales Report with Job/Item Detail for Period 12/2001
By Customer ID

Customer / Item Number	Quantity Sold: Quantity	Units	Sales: Amount	Pct/Tot	Gross Profit: Amount	Pct/Tot	Average Invoice: Amount	Pct/Tot	No of Invoices: Amount	Pct/Tot
ACE001 ACE BUILDERS			110461.72	31.57	47436.64	24.98	110461.72	284.09	1	11.11
100	97.0000	PKG	35098.80	31.77	923.26	1.95	.00	.00		.00
350	30.0000	EA	7150.19	6.47	876.89	1.85	7150.19	6.47	1	100.00
450	10.0000	EA	1626.77	1.47	49.07	.10	1626.77	1.47	1	100.00
460	20.0000	EA	3569.79	3.23	138.79	.29	3569.79	3.23	1	100.00
600	25.0000	EA	3177.04	2.88	157.79	.33	3177.04	2.88	1	100.00
700	10.0000	SET	10550.93	9.55	8535.13	17.99	10550.93	9.55	1	100.00
200	10.0000	PKG	24644.10	22.31	12111.61	25.53	24644.10	22.31	1	100.00
Total Items/Jobs			85817.62	77.69	22792.54	48.05	50718.82	45.92		
CASHCA CASH SALES-OAKLAND, CA			24954.73	7.13	11188.99	5.89	24954.73	64.18	1	11.11
250	10.0000	CS	24171.70	96.86	10743.00	96.01	24171.70	96.86	1	100.00
300	5.0000	EA	256.90	1.03	146.85	1.31	256.90	1.03	1	100.00
350	1.0000	EA	526.13	2.11	299.14	2.67	526.13	2.11	1	100.00
Total Items/Jobs			24954.73	100.00	11188.99	100.00	24954.73	100.00		
CASHMD CASH SALES-BALTIMORE, MD			.00	.00	.00	.00	.00	.00		.00
Total Items/Jobs			.00	.00	.00	.00	.00	.00		
CASHMN CASH SALES-MINNEAPOLIS			4683.94	1.34	2477.89	1.31	4683.94	12.05	1	11.11
400	1.0000	PKG	1485.50	31.71	629.89	25.42	1485.50	31.71	1	100.00
450	4.0000	EA	1526.60	32.59	882.04	35.60	1526.60	32.59	1	100.00
460	4.0000	EA	1671.84	35.69	965.96	38.98	1671.84	35.69	1	100.00
Total Items/Jobs			4683.94	100.00	2477.89	100.00	4683.94	100.00		
GRAND TOTALS - All Sales			140100.39	40.03	61103.52	32.18	46700.13	120.10	3	33.33
- Items/Jobs			115456.29	32.99	36459.42	19.20	9621.36	24.74		

End of Report

Customer Activity Report

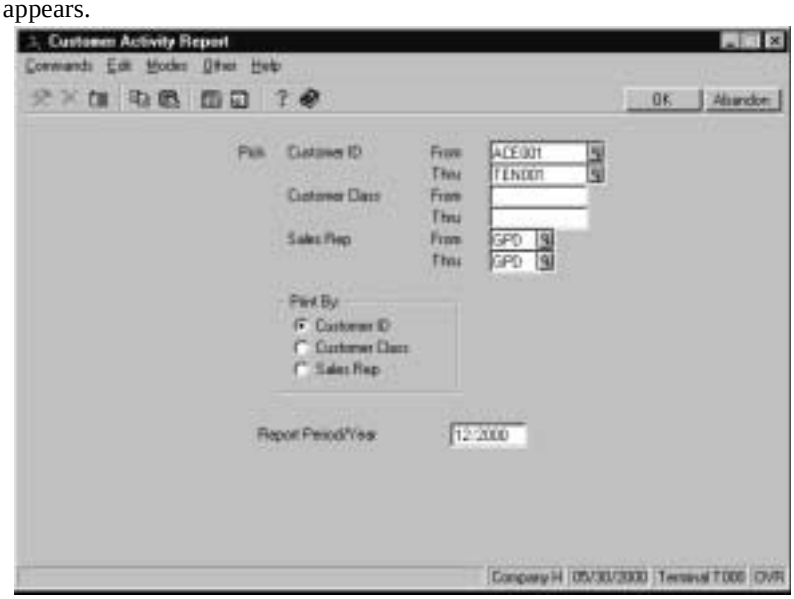
The Customer Activity Report shows who your top customers are. The customers are listed in descending order of sales: the customer who bought the most is listed first and the customer who bought the least is listed last.

If you organize the report by customer ID, the report shows only grand totals. If you organize the report by customer class, the report shows subtotals for each class in addition to grand totals. If you list the customers by sales rep ID, the report shows subtotals for each sales rep in addition to grand totals.

You cannot produce the report if you did not elect not to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the ARPDxxx table.

Customer Activity Report Screen

Select **Customer Activity Report** from the History Reports menu. This screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.

Inquiry

2. Enter the range of customer classes you want to include in the report.

Inquiry

3. Enter the range of sales reps you want to include in the report.
4. Select the order in which you want to print the report.
5. Accept the current period and fiscal year that are displayed from the ARPDxxx table, or enter a different period or fiscal year.
6. Select the output device.

A sample Customer Activity Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Customer Activity Report

04/11/2001 Builders Supply Page 1
8:22 PM Customer Activity Report for Period 12/2001
By Customer ID

Cust ID	Customer Name	Sales Amount	Sales Pct/Tot	Gross Profit Amount	Gross Profit Pct/Tot	Average Invoice Amount	Average Invoice Pct/Tot	No of Invoices Amount	No of Invoices Pct/Tot
ACE001	ACE BUILDERS	110461.72	31.57	47436.64	24.98	110461.72	284.09	1	11.11
CASHCA	CASH SALES-OAKLAND, CA	24954.73	7.13	11188.99	5.89	24954.73	64.18	1	11.11
CASHMN	CASH SALES-MINNEAPOLIS	4683.94	1.34	2477.89	1.31	4683.94	12.05	1	11.11
CASHMD	CASH SALES-BALTIMORE, MD	.00	.00	.00	.00	.00	.00		.00
GRAND TOTALS		140100.39	40.03	61103.52	32.18	46700.13	120.10	3	33.33

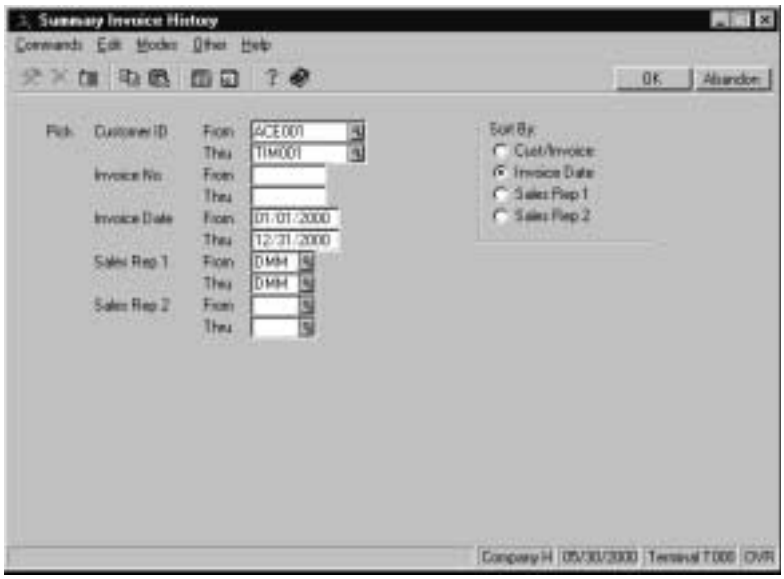
End of Report

Summary Invoice History

Use the Summary Invoice History function to produce a report that summarizes sales information by invoice totals from history.

Summary Invoice History Screen

Select **Summary Invoice History** from the History Reports menu. This screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.
2. Enter the range of invoice numbers you want to include in the report.
3. Enter the range of invoice dates you want to include in the report.

Inquiry

4. Enter the range of sales reps you want to include in the report.

5. Select the order in which you want to print the report.
6. Select the output device.

A sample Summary Invoice History Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Summary Invoice History Report

12/31/2000 Builders Supply Page 1
3:28 PM Summary Invoice History
Sort by Customer ID

Cust ID / Cust Name	Invoice	Inv. Date	Rep 1	Rep 2 / P.O. Number	Order No.	Ship To	Subtotal	Sales Tax	Freight	Misc	Total
TEN001	12670005	07/26/1999	DMM			000000	20856.41	.00	.00	.00	20856.41
TENNESSEE SHELTERS, INC.				41754							
TEN001	12670019	12/01/1999	DMM			000000	28200.27	.00	.00	.00	28200.27
TENNESSEE SHELTERS, INC.				43941							
TEN001	12670026	02/05/2000	DMM			000000	37397.88	.00	.00	.00	37397.88
TENNESSEE SHELTERS, INC.				44587							
TEN001	12670028	03/18/2000	DMM			000000	17534.38	.00	.00	.00	17534.38
TENNESSEE SHELTERS, INC.				45001							
TEN001	12670036	06/26/2000	DMM			000000	86082.05	.00	.00	.00	86082.05
TENNESSEE SHELTERS, INC.				46187							
TEN001	12670039	07/03/2000	DMM			000000	51713.57	.00	.00	.00	51713.57
TENNESSEE SHELTERS, INC.				46732							
TEN001	12670049	09/14/2000	DMM			000000	4230.04	.00	.00	.00	4230.04
TENNESSEE SHELTERS, INC.				47901							
TEN001	12670059	10/17/2000	DMM			000000	69.33	.00	.00	.00	69.33
TENNESSEE SHELTERS, INC.				48355							
TEN001	12670069	11/11/2000	DMM			000000	26109.72	.00	.00	.00	26109.72
TENNESSEE SHELTERS, INC.				48760							
TEN001	12670076	12/19/2000	DMM			000000	5706.21	.00	.00	.00	5706.21
TENNESSEE SHELTERS, INC.				49008							
TEN001	24889007	07/11/1999	DMM		00000007	000000	453451.44	.00	.00	.00	453451.44
TENNESSEE SHELTERS, INC.				41754							
TEN001	24889013	10/02/1999	DMM		00000001	000000	256298.64	.00	.00	.00	256298.64
TENNESSEE SHELTERS, INC.				43005							
TEN001	24889015	12/17/1999	DMM		00000002	000000	49288.20	.00	.00	.00	49288.20
TENNESSEE SHELTERS, INC.				43942							
TEN001	24889023	09/03/2000	DMM		00000002	000000	59145.84	.00	.00	.00	59145.84
TENNESSEE SHELTERS, INC.				47590013							
TEN001	24889026	10/03/2000	DMM		00000003	000000	49288.20	.00	.00	.00	49288.20
TENNESSEE SHELTERS, INC.				48356							
TEN001	24889029	11/12/2000	DMM		00000003	000000	59145.84	.00	.00	.00	59145.84
TENNESSEE SHELTERS, INC.				48761							
TEN001	24889031	12/09/2000	DMM		00000002	000000	57667.20	.00	.00	.00	57667.20
TENNESSEE SHELTERS, INC.				49009							
Customer TEN001 Total							1262185.22	.00	.00	.00	1262185.22
GRAND TOTAL							1262185.22	.00	.00	.00	1262185.22

End of Report

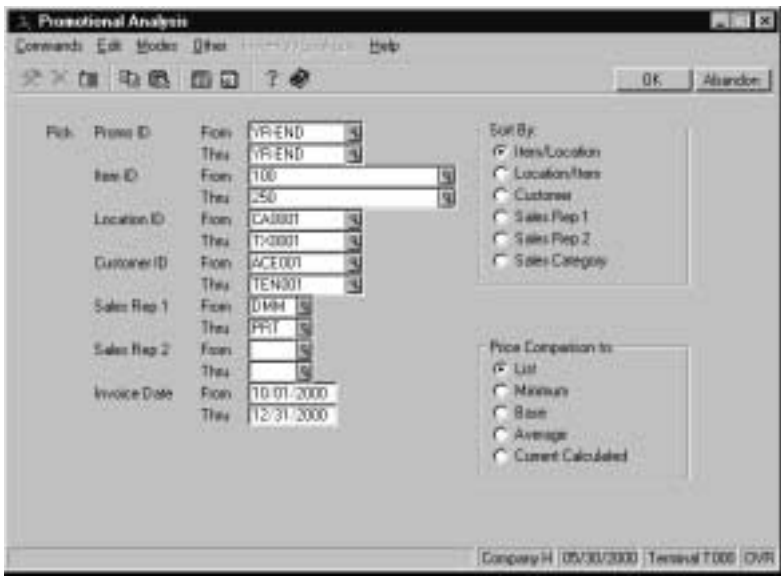
Promotional Analysis

The Promotional Analysis Report shows a comparison of promotional pricing with other types of pricing.

You can produce this report only if Accounts Receivable is interfaced with Inventory, where the product promotional information is stored.

Promotional Analysis Report Screen

Select **Promotional Analysis Report** from the History Reports menu. The function screen appears.



Inquiry

1. Enter the range of promotion IDs you want to include in the report.

Inquiry

2. Enter the range of items you want to include in the report.

Inquiry

3. Enter the range of locations you want to include in the report.

Inquiry
Inquiry

4. Enter the range of customers you want to include in the report.
5. Enter the range of sales reps you want to include in the report.
6. Enter the range of invoice dates you want to include in the report.
7. Select the order in which you want to print the report.
8. Select the item you want to compare the promotional pricing to.
9. Select the output device.

A sample Promotional Analysis Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Promotional Analysis Report

04/11/2001 Builders Supply Page 1
8:24 PM Promotional Analysis

Item Descripiton	Location	Customer	Rep 1 Rep 2	Cat Inv.	Units Date	Quantity	List Price	Promo Price	Variance	Variance Percent
700 Cabinets	CA0001	LOS001	GPD	M1	SET 12/14/2000	2.0000	3144.50	2643.52	500.98	15.93
Item 700	CA0001 Total					2.0000	3144.50	2643.52	500.98	15.93
	Promo YR-END Total					2.0000	3144.50	2643.52	500.98	15.93
	GRAND TOTAL					2.0000	3144.50	2643.52	500.98	15.93

End of Report

Print History Invoices

Use the Print History Invoices function to select invoices from history and print duplicates.

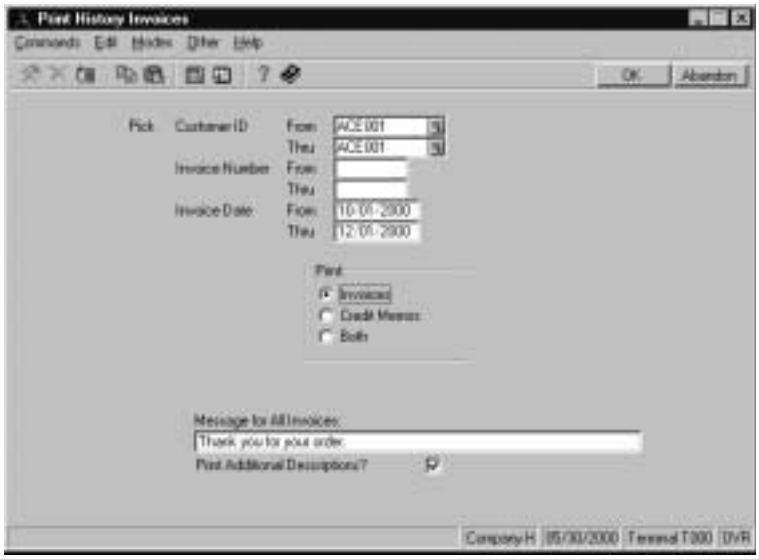
You cannot produce these invoices if you did not elect to keep detail history in the Resource Manager Options and Interfaces function or if you purged the ARHIxxx (Detail History) file.

Note

Your original and history invoices may be different, because not all the information from your original invoices is saved in history.

Print History Invoices Screen

Select **Print History Invoices** from the History Reports menu. This screen appears.



Inquiry

1. Enter the range of customers for which you want to print invoices or credit memos.
2. Enter the range of invoice numbers you want to print.
3. Enter the range of invoice dates you want to print.
4. Indicate whether you want to print invoices, credit memos, or both.
5. Accept the displayed message that the system will print on the invoices and credit memos, or change the message.
6. If you want to print additional descriptions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
7. Select the output device.

After the invoices are printed, a totals log is printed.

Print History Invoices Form

```
                        BUILDERS SUPPLY
                        1157 VALLEY PARK DR                                  <<INVOICE REPRINT>>
                        SHAKOPEE MN 55379
                                                                                          Page   1
          ACE001
Sold To:  ATTN: ACCOUNTS PAYABLE                          Ship To:  ACE BUILDERS
          ACE BUILDERS                                              1588 SE 31ST STREET
          1588 SE 31ST STREET                                       PADUCAH KY 28655-7865
          PADUCAH KY 28655-7865

    Date           Rep ID  Order No.       Ord Date       Ship Via        Terms              Inv No.
  07/14/99         GPD      47581471                                     C.O.D.             12670001

     Item/Description                  Quantities       Units                  Price             Amount
100
Electrical Package                Shipped      515.0000  PKG                360.7275          185774.66
150
Plumbing Package                  Shipped       75.0000  PKG                952.9065           71467.99

           Thank You for your order.

           Location Tax Breakdown
           Tax location not on file           .00
                       .00
                                                                          Subtotal :    530628.25
  Non-Taxable       Taxable      Sales Tax       Freight          Misc                * Invoice Total *
         .00     530628.25            .00           .00           .00                    530628.25


                                                                 Amount Paid :          530628.25

                                                                     Net Due :               .00



                        BUILDERS SUPPLY
                        1157 VALLEY PARK DR                                  <<INVOICE REPRINT>>
                        SHAKOPEE MN 55379

         Run Totals:
         Taxable               4566265.66
         Non-Taxable              6394.64
         Tax                      1910.00
         Freight                     .00
         Misc                        .00
         Total Sales           4574570.30

         Prepaid Amount        2786220.68
         Total Credit Sales    1788349.62

         Invoices Printed:     1
```

Tax Audit Report

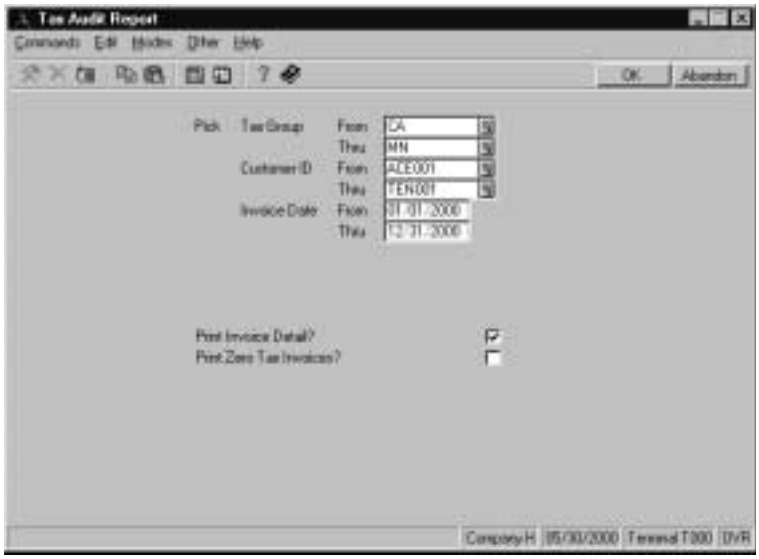
The Tax Audit Report shows amounts allocated for as many as five tax levels. This information comes from the transactions posted to the ARHIxxx (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Tax Audit Report Screen

Select **Tax Audit Report** from the History Reports menu. This screen appears.



Inquiry

1. Enter the range of tax groups you want to include in the report.

Inquiry

2. Enter the range of customers you want to include in the report.
3. Enter the range of invoice dates you want to include in the report.
4. If you want to print invoice detail, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
5. If you want to print zero-tax invoices, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
6. Select the output device.

A sample Tax Audit Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Tax Audit Report

12/05/2001 Builders Supply Page 1
1:56 PM Tax Audit Report

Invoice Date	Invoice Number	Customer ID	Invoice Subtotal	Level 1 Tax	Level 2 Tax	Level 3 Tax	Level 4 Tax	Level 5 Tax
Tax Group CAR								
Tax Group CAR TOTAL			.00	.00	.00	.00	.00	.00
Tax Group CAT								
Tax Group CAT TOTAL			.00	.00	.00	.00	.00	.00
Tax Group MDR								
Tax Group MDR TOTAL			.00	.00	.00	.00	.00	.00
Tax Group MNR								
Tax Group MNR TOTAL			.00	.00	.00	.00	.00	.00
Tax Group MNT								
Tax Group MNT TOTAL			.00	.00	.00	.00	.00	.00
Tax Group TXD								
11/15/2001	12670071	CASHPS	8598.20	343.93	.00	.00	.00	.00
12/15/2001	12670082	CASHPS	1719.64	68.79	.00	.00	.00	.00
Tax Group TXD TOTAL			10317.84	412.72	.00	.00	.00	.00
GRAND TOTALS			10317.84	412.72	.00	.00	.00	.00

Periodic Processing 9

Sales Tax Report	9-3
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Introduction

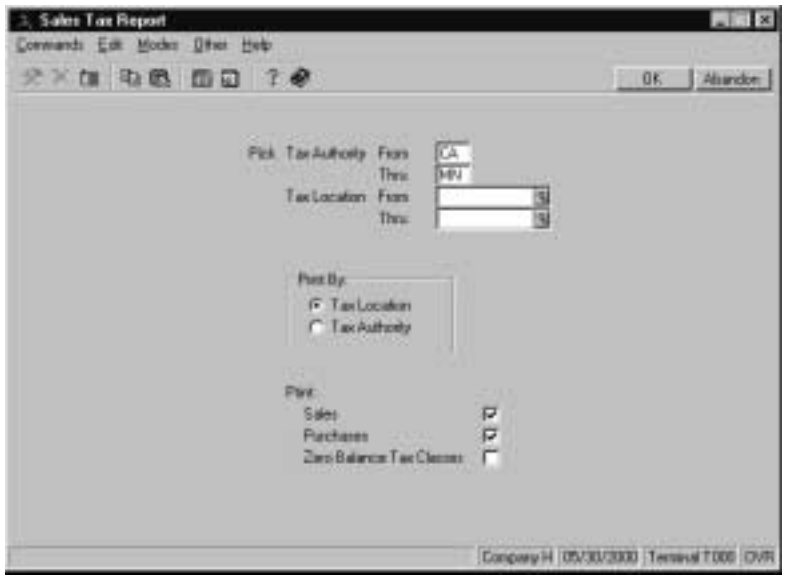
Use the Periodic Processing functions to update accounts, remove data from files, and print the Sales Tax Report.

Sales Tax Report

Print the Sales Tax Report at the end of each period for information about how taxes have been allocated for the tax groups you set up. Print the Sales Tax Report before you clear the sales tax in Resource Manager (see the *Resource Manager User's Manual*).

Sales Tax Report Screen

Select **Sales Tax Report** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the range of tax authorities you want to include in the report.

Inquiry

2. Enter the range of tax locations you want to include in the report.

3. Select the order in which you want to print the report.

4. If you want to print sales, purchases, and zero balance tax classes, check the appropriate box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. Select the output device.

A sample Sales Tax Report is at the end of this section.

After the report is produced, the Periodic Processing menu appears.

Sales Tax Report

12/31/2000 Builders Supply Page 1
2:50 PM Sales Tax Report
By Tax Location

Tax Loc	Name	Level	Tax Auth.	Tax ID	General Ledger Accounts: Tax Liabilty	Tax Expense	Refundable	Tax on Frt.	Tax on Misc.
CAR	California - Resale	1	CA	45-983458923	2038			NO	NO

Tax Class	Description	Tax Per. Ref. Per.		Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	6.000	Sales	.00	632184.13	.00	.00	.00	
		.000	Purchases	118644.12	642.00	7118.65	7118.65	.00	.00
01	Resale Sales	.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
02	Exempt Sales	.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
03	Ind/Agr Prod.	6.000	Sales	.00	632184.13	.00	.00	.00	
		.000	Purchases	687.10	.00	41.22	41.23	.01-	.00
04	Interstate Comm	8.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
05	Motor Vehicles	.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
06	Food Products	.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
07	Clothing	.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
08	Gasoline	.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
09	Services	.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
TOTAL FOR LOCATION CAR			Sales	.00	1264368.26	.00	7159.88	7159.88-	
			Purchases	119331.22	642.00	7159.87	7159.88	.01-	.00
09	Services	.000	Sales	.00	.00	.00	.00	.00	
		.000	Purchases	.00	.00	.00	.00	.00	.00
TOTAL FOR LOCATION TXT			Sales	.00	.00	.00	.00	.00	
			Purchases	.00	.00	.00	.00	.00	.00
				Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
GRAND TOTAL			Sales	70181.49	6865529.51	3396.56	7159.88	3763.32-	
			Purchases	119331.22	642.00	7159.87	7159.88	.01-	.00

End of report

Periodic Maintenance

Use the Periodic Maintenance function to perform maintenance tasks on several files and prepare them for the next processing period, quarter, or year. (You cannot do periodic maintenance until the ARPDxxx table is set up for the company you are doing maintenance for.)

You should do periodic maintenance at the end of each period. If you do not, transactions will be posted to incorrect periods, and the amounts in the aging buckets in the ARCUxxx file for balance forward customers will be wrong.

When you perform period-end maintenance, the system performs several tasks:

- accumulates the balance totals in the ARCUxxx (Customer) file for balance forward customers
- ages the figures in the ARCUxxx file in the aging periods
- updates the ARINxxx and ARCUxxx files with newly calculated finance charges
- clears the period-to-date accumulators and updates credit statuses in the ARCUxxx file
- clears the month-to-date gross sales amounts in the ARSRxxx (Sales Rep) file
- clears the month-to-date payments in the ARPYxxx (Payment Methods) file
- posts finance charges to the GLJRxxx (Journal) file if Accounts Receivable is interfaced with General Ledger; you also have the option of clearing the year-to-date finance charges in the ARCUxxx file
- increments the period by 1 in the ARPDxxx table

When you perform quarter-end maintenance, the system performs these tasks:

- performs all the period-end tasks
- clears the quarter-to-date accumulators in the ARPYxxx file and the ARCUxxx file

Note

Quarter-end maintenance does all the period-end maintenance tasks. Therefore, you must perform only quarter-end maintenance at the end of the quarter.

When you perform year-end maintenance, the system performs these tasks:

- performs all the period- and quarter-end tasks
- updates the last-year accumulators and clears the year-to-date accumulators in the ARPYxxx file and the ARCUxxx file
- clears the year-to-date gross sales amounts in the ARSRxxx file
- clears the high balance in the ARCUxxx file if you select the option on the function screen
- increments the current fiscal year by 1 in the ARPDxxx table

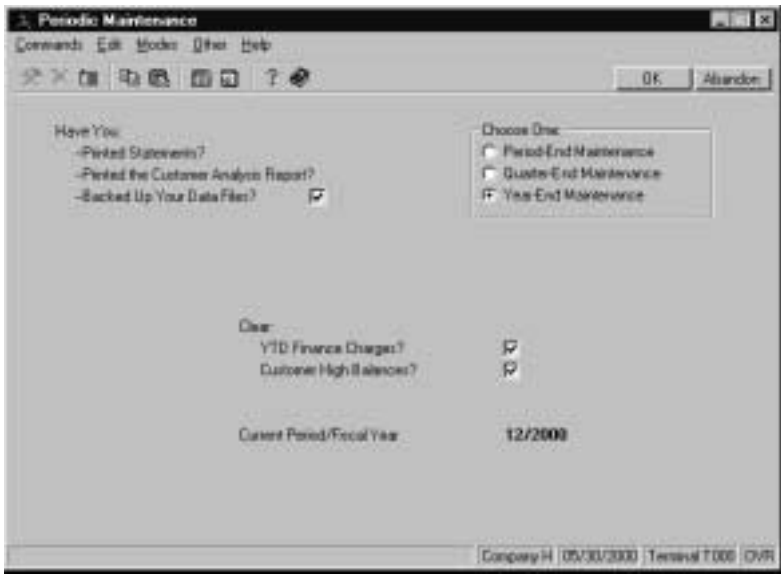
Note

Year-end maintenance does all the period- and quarter-end maintenance tasks. Therefore, you must perform only year-end maintenance at the end of the year.

If you have a multiuser system, make sure that no one else is using the Accounts Receivable system while you are doing periodic maintenance. If you run this function while someone else is using the ARCUxxx, ARSRxxx, ARINxxx, ARRHxxx, or ARRExxx files, the files will not be updated.

Periodic Maintenance Screen

Select **Periodic Maintenance** from the Periodic Processing menu. The function screen appears.



1. The information in the Customer Analysis Report comes from the ARCUxxx, ARINxxx, and ARSRxxx files. Since the Periodic Maintenance function affects the data in the ARCUxxx file, print the statements and Customer Analysis Report and back up your data files before you do period-, quarter-, or year-end maintenance.

   If you have not printed the statements, printed the Customer Analysis Report, and backed up your data files (see the *Resource Manager User's Manual*), uncheck the box (or enter **N** in text mode), return to the Periodic Processing menu and do these tasks before proceeding. When you have done these things, check the box (or enter **Y** in text mode).

2. Select the type of periodic maintenance you want to perform.

3. If you want to clear the year-to-date finance charges in the ARCUxxx file, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you want to clear the high balances in the ARCUxxx file, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

   You can clear customer high balances only during year-end maintenance.

5. To begin processing, use the **Proceed (OK)** command and select the output device.

A sample periodic maintenance error log is at the end of this section.

When processing is completed and the log is produced, the Periodic Processing menu appears.

Periodic Maintenance Error Log

```
12/31/2000                                   Builders Supply                                   PAGE   1
2:15 PM                                   Period-End Error Log

BALANCE IN CUST FILE =      42845.72- IN OPEN INVOICE FILE =      43045.72- FOR CUSTOMER 'ACE001'

TOTAL NEW FINANCE CHARGE POSTED =        18.00  FOR GL PERIOD 12

End of Report
```

Purge Customer Comments

Use the Purge Customer Comments function to delete comments about a customer whose comments you no longer need.

Note

Before you purge customer comments, produce the Customer Comments List (see page 12-11) and check to make sure that the comments you intend to delete will not be needed later. Then file the list so that you will have a record of the comments.

Purge Customer Comments Screen

Select **Purge Customer Comments** from the Periodic Processing menu. The function screen appears.

Inquiry

1. Enter the range of customers whose comments you want to purge.
2. Enter the range of dates that the comments you want to purge were recorded.
3. Enter the range of references whose comments you want to purge.

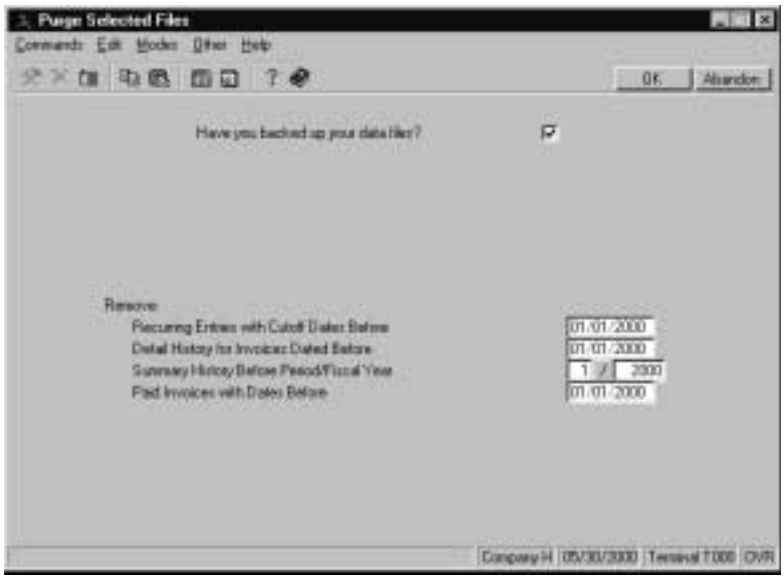
When you are finished making your selections, use the **Proceed (OK)** command to purge the comments and return to the Periodic Processing menu.

Purge Selected Files

Use the Purge Selected Files function to clear the ARHDxxx (Additional Descriptions), ARHIxxx (Detail History), ARHSxxx (Summary History), and ARRExxx and ARRHxxx (Recurring Entries) files, and paid invoices from the ARINxxx (Open Invoice) file.

Purge Selected Files Screen

Select **Purge Selected Files** from the Periodic Processing menu. The function screen appears.



1. If you have backed up your data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not backed up your files, exit to the Periodic Processing menu and do so before continuing.

2. Enter the date of the recurring entries you want to purge. Recurring entries dated before the date you enter will be purged.

3. Enter the date of the invoices for which you want to purge detail history. Detail history for invoices dated before the date you enter will be purged.

4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter will be purged.

5. Enter the date of the paid invoices you want to purge. Paid invoices dated before the date you enter will be purged.

To purge the files and return to the Periodic Processing menu, use the **Proceed (OK)** command.

File Maintenance 10

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Build Open Invoice File	10-53
Change Fields	10-57

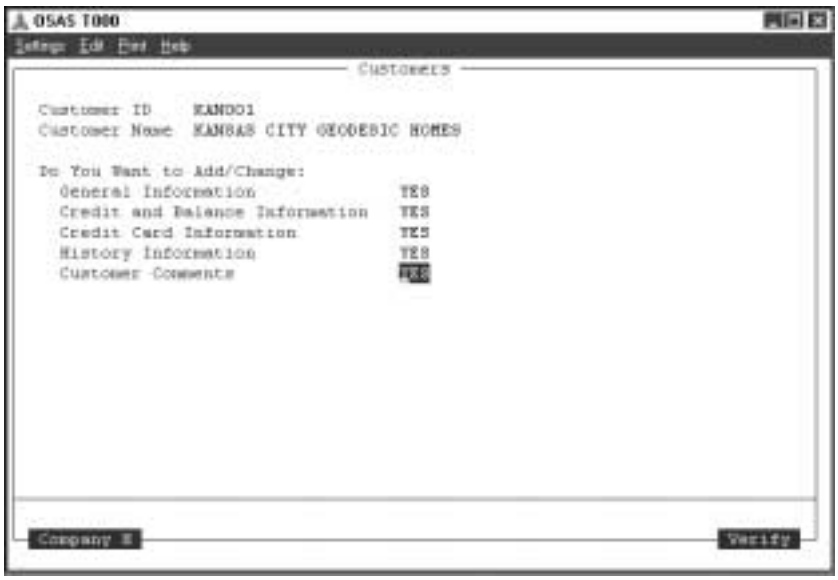
Customers

Use the **Customers** function to set up and maintain customer records. You can set up a customer as an open-invoice or as a balance-forward account. For open-invoice accounts, you keep detail on invoices and apply payments to specific invoices. For balance-forward accounts, you keep detail on invoices for the current month and apply payments to the total balance.

After you set up the customer records, you must create initial (opening) balances for them. The way you create initial balances depends on whether you have open-invoice or balance-forward accounts or both. See the **Build Open Invoice File** function (see page 10-53) for information about how to enter initial balances.

Customers Selection Screen

Select **Customers** from the **File Maintenance** menu. The **Customers** screen appears.



	Field	Description
Inquiry	**Customer ID**	Enter the customer ID with which you want to work. To delete the customer record, use the **Delete** (**F3**) command. Before you delete a customer record, perform Periodic Maintenance (see page 9-7) and make sure that the customer does not have a balance or open invoices in the ARINxxx (Open Invoices) file. When you delete a customer record, the customer's comments are not automatically deleted. You must use the **Purge Customer Comments** function (see page 9-13) to delete the comments.
Inquiry	**Copy From?**	If you entered a new customer ID, you can copy the class, sales rep, territory, terms code, group code, statement code, customer level, account type, and tax information from an existing customer record. If you frequently use a particular combination of tax codes, distribution codes, and other information, set them up with the customer name **Default**. When you enter a new customer that uses the same information, you can copy from the **Default** customer. Enter the customer ID whose record you want to copy.
	Customer Name	If you entered an existing ID in the **Customer ID** field, the customer's name appears; if not, the field is skipped.
	Do You Want to Add/ Change	The **Customers** function has these subscreens: • General Information • Credit and Balance Information • Credit Card Information • History Information • Customer Comments If you want to enter or change information on a subscreen, enter **Y** and turn to the appropriate screen below; if not, enter **N**.

Field	Description
	When you add customers, you **must** enter general information.

General Information

If you elected to add or change general customer information, the **General Information** screen appears.

Field	Description
Cust ID	The customer ID from the header screen appears.
Name	Enter the customer's name.

	Field	Description
	Address 1/Address 2/ Address 3	Enter the customer's address.
	City	Enter the customer's city.
Inquiry	**State**	Enter the customer's state or province.
	Zip	Enter the customer's zip or postal code (a five-digit zip code or a nine-digit zip code with the hyphen).
Inquiry	**Country**	Enter the customer's country code or leave this field blank. If you enter a country code, it must be among the valid codes entered in Resource Manager (see the *Resource Manager User's Manual*).
	Ship Zone	Enter the customer's ship zone. This field is for reference only.
	Attention	Enter the name of the person or department to which you send invoices or statements. This name is printed on invoices, statements, and mailing labels.
	Phone/Fax	Enter the customer's phone and fax numbers using the mask that appears in the field. The phone mask used is determined by the customer's country code.
	Contact	Enter the name of the person you usually contact about billing questions or invoice payments.
	Class	Enter the class to which the customer belongs or press **Enter** to skip this field.
Inquiry Maint	**Sales Rep**	Enter the sales rep ID who usually sells to the customer or press **Enter** to skip this field. If you enter an existing ID, the name of the sales rep appears.
	Territory	Enter the territory the customer is in or press **Enter** to skip this field.
Inquiry Maint	**Terms Code**	Terms codes describe the terms of the customer's payment.

	Field	Description
		Enter the customer's payment terms code. If you use the **Maintenance** (**F6**) command, the **Terms** function temporarily comes up. After you enter the terms code, the terms percentage, days, and net due days appear.
	Group Code (0–9 or C)	The group code is used in the **Recurring Entries** function to identify groups of customers that have the same periodic billing requirements. Enter the group code to which the customer belongs. Enter **C** for a credit card customer.
	Stmt/Inv Code	Enter **I** if you want to send the customer only invoices, **S** if you want to send only statements, **B** if you want to send both invoices and statements, or **N** if do not want to send either invoices or statements. For a customer that pays cash, enter **N**. Even if you do not send statements, you may want to produce statements to keep a proper audit trail.
Inquiry	**Cust Level**	Enter the level assigned to the customer or press **Enter** to skip this field.
	Acct Type	In an open invoice account, you track and apply payments to specific invoices. In a balance forward account, you track and apply payments to a monthly invoice total. For an open invoice account, enter **I**. For a balance forward account, enter **B**.
Inquiry **Maint**	**Distrib Code**	Distribution codes describe how payment information is to be distributed in accounts in General Ledger. Enter the GL distribution code for the customer. If you use the **Maintenance** (**F6**) command, the **Distribution Accounts** function temporarily comes up. After you enter the distribution code, the account information appears.

Field	Description
Partial Ship?	If the customer accepts partial shipments, enter **Y**; if not, enter **N**. If the customer does not accept partial shipments and you ship an order for the customer, a message warns you if you try to back order items.
Tax Group (Inquiry / Maint)	Enter the ID of the tax group where you want sales tax for the customer to be assigned. If you use the **Maintenance** (**F6**) command, the **Tax Groups** function temporarily comes up (see the *Resource Manager User's Manual*). After you enter the tax group code, information about the tax group appears.
Taxable?	If the customer should be charged sales tax, enter **Y**; if not, enter **N**.
Exempt ID	If the customer is non-taxable, you should enter the customer's tax exemption ID for your tax records.
E-Mail Address	Enter the electronic mail address of your main contact at the customer's office, if available.
Web Site	Enter the Internet address of the customer's web site for reference purposes.

When you save the entries, the next screen you selected appears. If you did not select another screen, the **Customers** selection screen reappears.

Credit and Balance Information

If you elected to add or change the customer's credit information or balances, the **Credit and Balance Information** screen appears.

The **Credit and Balance Information** screen stores basic credit information and summary amounts for each customer. This balance information is updated by the ARINxxx file when you post. If you elected to use online aging in the Resource Manager **Options and Interfaces** function, the ARINxxx file also updates the balances each time you work with an open item customer. As a result, you can enter the initial balances here and have the system update them as often as you want.

If the customer is an open invoice customer whose individual invoices you want to work with, setting initial values on this screen is not important.

Note

Unless you are setting up the system for the first time and will use the **Build Open Invoice File** function, be wary of changing the balance amounts on the **Credit and Balance Information** screen. Changes you make after setting up the system affect the validity of your data. If you make changes, the system warns you when you use the **Periodic Processing** function that the balances in the ARINxxx file do not match those in the ARCUxxx file.

	Field	Description
Inquiry **Maint**	**Pymt Method**	Enter the customer's usual method of payment. If you use the **Maintenance** (**F6**) command, the **Payment Methods** function temporarily comes up. After you enter the payment method code, the pay type and description appear.
	Finance Charge?	If you want to be able to apply a finance charge to the customer, enter **Y**; if not, enter **N**. If this customer is not eligible for finance charges, and you use the **Calculate Finance Charges** function, **Finance Code = 0** appears after the customer's information on the log.
Inquiry **Maint**	**Fin Charge Code**	If you elected to assess finance charges on past due balances for this customer, enter the finance charge code associated with the proper terms, percentage and minimums for the finance charge calculation. If you use the **Maintenance** (**F6**) command, the **Finance Charge Codes** function temporarily comes up.
	Credit Limit	Enter the customer's credit limit, accept the default, or enter **0** if the customer has no credit limit. If the credit used on a transaction surpasses the customer's credit limit, a message states that the customer's credit limit has been reached.

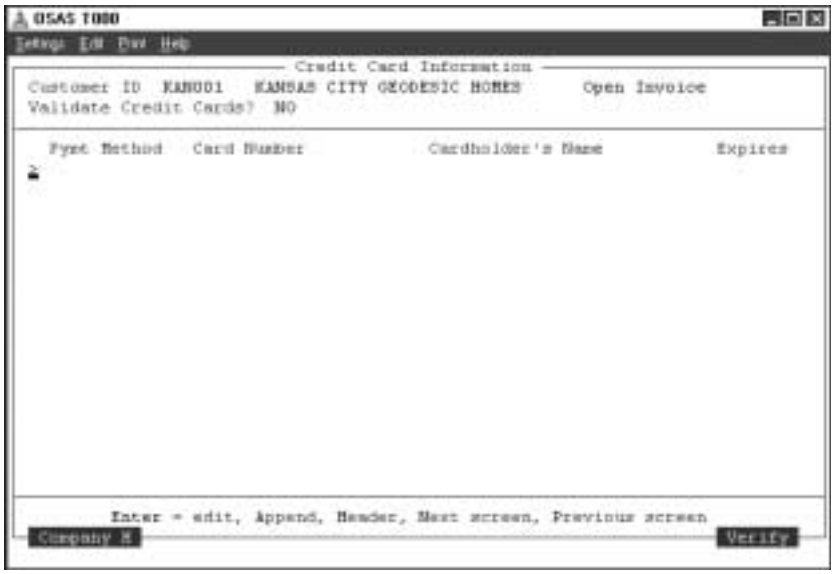
Field	Description
Credit Hold?	If the customer is on credit hold, enter **Y**; if not, enter **N**. If you place the customer on hold and then enter a sale paid for on credit, a message states that the customer is on credit hold and the system does not allow the transaction.
New Finance Charges	The FINCHxxx table determines how you assess finance charges or penalty fees for late payments. As you assess charges, post information, and receive payments, the **Calculate Finance Charges** function updates this value. Accept this value or enter a different one.
Unpaid Finance Charges	If the customer has an unpaid finance charge, enter it, or accept the default. The value is updated when you use the **Periodic Maintenance** function, at which time new finance charges are added.
Current Due/Balance	The Accounts Receivable system uses aging buckets to measure amounts owed based on how much time has passed since the invoice date. Accounts Receivable has five aging buckets: Current Due (within 30 days of the invoice date), Balance 31–60 days (after the invoice date), Balance 61–90 days, Balance 91+ days, and Retainage Aged. Enter the balance that is due for each aging bucket or press **Enter** to skip it. If you track only a summary invoice, enter the value in the **Current Due** field. When you enter retainage invoices, the amount appears in the **Retainage Aged** field. The amount in this field is reduced after you post retainage invoices. This field is not affected by online aging but retainage invoices are included and aged in the regular balance information.
Unapplied Credits	If you owe the customer money for returned items, and the balances have not been applied to a specific invoice or aging bucket, enter the credit amount as a negative value here.

Field	Description
Retainage Posted	Retained amounts are added to this field when you post invoices with amounts retained from any of the Job Receivables functions.
Total Due	The new finance charge, unpaid finance charge, current due, and balance are added, and the unapplied credit is subtracted from that number. The result is listed as the overall amount the customer owes you.

When you save the entries, the next screen you selected appears. If you did not select another screen, the **Customers** selection screen reappears.

Credit Card Information

If you elected to add or change the customer's credit cards, the **Credit Card Information** screen appears.


OSAS T000
Settings Edit Print Help
Credit Card Information
Customer ID KANS01 KANSAS CITY GEODESIC HOMES Open Invoice
Validate Credit Cards? NO
Pymt Method Card Number Cardholder's Name Expires
Enter = edit, Append, Header, Next screen, Previous screen
Company X
Verify

The **Credit Card Information** screen stores multiple credit card numbers, names and expiration dates for the cards commonly used by the customer for prepayments and paying invoices on account. You can elect to verify credit card numbers entered in the **Transactions** and **Cash Receipts** functions against this file, or you can use the information on this screen for reference only.

Field	Description
Validate Credit Cards?	If you want to restrict credit card numbers entered during transaction and cash receipt entry to the card numbers in this list, enter **Y**; if not, enter **N**. If you elect to validate card numbers and you enter a new credit card number in the **Transactions** or **Cash Receipts** functions, an error message appears. If you choose not to validate card numbers, you may enter any card number, name, and expiration date information in the **Transactions** or **Cash Receipts** functions.

Use the arrow keys to move to the item with which you want to work. Then use the Command Bar commands to perform tasks.

Command Bar

Command	Description
Enter=edit	Press **Enter** to edit a card.
Append	Press **A** to add a card.
Header	Press **H** to change your entry in the **Validate Credit Cards?** field.
Next screen	Press **N** to continue with the next customer maintenance screen you selected. If you did not select another screen, the **Customers** selection screen reappears.

Command	Description
Prev. screen	Press **P** to return to the previous customer maintenance screen you selected. If you did not select another screen, the **Customers** selection screen reappears.
Goto	Press **G** to go to a specific credit card in the list.

Whether you select **Append** or **Enter** to edit, the fields on the **Credit Card Information** screen are enabled for editing or appending.

Inquiry
Maint

Field	Description
Pymt Method	Enter the payment method code associated with the type of credit card you are adding for the customer. The payment method description appears.
Card Number	Enter the credit card number as it appears on the card. Do not enter spaces between blocks of numbers.
Cardholder's Name	Enter the cardholder's name as it appears on the card.
Expires	Enter the month and then the year that the credit card expires. If you attempt to enter a payment using the card on a date after the expiration month and year, a message appears to warn you that the card is expired.

When you save the entries, you are returned to the credit card information scroll region.

History Information

If you elected to add or change customer history, the **History Information** screen appears.

The **History Information** screen stores sales and payment history for each customer. When you post transactions, the ARTDxxx and ARTHxxx (Transaction) files update the period-, quarter-, and year-to-date accumulators.

If you elected to keep summary history in the Resource Manager **Options and Interfaces** function, this information is also sent to the ARHSxxx (Summary History) file. If you keep summary history and you use the **Periodic Maintenance** function, one of three things can happen:

- When you do period-end maintenance, the period-to-date information is transferred to the ARHSxxx file and the period-to-date amounts are cleared.
- When you do quarter-end maintenance, the period- and quarter-to-date information is transferred to the ARHSxxx file and those amounts are cleared.

- When you do year-end maintenance, the year-to-date amounts are transferred to the **Last Year** column and the period-, quarter-, and year-to-date amounts are transferred to the ARHSxxx file. Then those amounts are cleared.

Field	Description
Sales Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the amount you made from sales to the customer this period, this quarter, this year, and last year.
Profit Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the amount of profit the customer accounted for this period, this quarter, this year, and last year.
No/Inv Period to Date/ Qtr to Date/ Year to Date/ Last Year (N5)	Enter the number of invoices you sent the customer this period, this quarter, this year, and last year.
Fin Chg Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the finance charges applied to the customer's balance this period, this quarter, this year, and last year. When you do periodic maintenance, the accrued finance charges update these fields.
Pymts Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the amount the customer paid you this period, this quarter, this year, and last year.
Disc Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the discounts applied to the customer's balance this period, this quarter, this year, and last year.

Field	Description
No/Pymts Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the number of payments the customer sent you this period, this quarter, this year, and last year.
Tot Days/Pay Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the total number of days the customer took to pay all invoices this period, this quarter, this year, and last year.
Avg Days/Pay Period to Date/ Qtr to Date/ Year to Date/ Last Year	Calculation of the average number of days the customer took to pay all invoices this period, this quarter, and this year is based on your entries in the **Tot Days Pay** and **No Pmts** fields.
First Sale Date	Enter the date of the first sale to the customer.
Last Sale Date	Enter the date of the last sale to the customer. This field updates when you post transactions.
Last Sale Amount	Enter the amount of the last sale to the customer. This field updates when you post transactions.
Last Inv No	Enter the number of the last invoice you received from the customer. This field updates when you post transactions.
First Payment Date	The screen displays the date of the customer's first payment.
Last Payment Date	Enter the date of the last payment the customer made. This field updates when you post transactions.
Last Payment Amount	Enter the amount of the last payment the customer made. This field updates when you post transactions.

Field	Description
Last Payment Number	Enter the number of the last check the customer issued to you. This field updates when you post transactions. If the customer's last payment was with cash or by credit card, **CASH** appears.
Customer High Balance	Enter the highest outstanding balance the customer has had. This field updates when you post invoices. You can clear the customer's high balance when you do year-end maintenance.
Credit Status	The system keeps a running status of the customer's credit history and updates the status when you do periodic maintenance. Each character in the field represents 1 of 12 periods: the current period (the first character) and the previous 11 periods. For each period, one of these values appears: **0** - All invoices (if any) were paid within 30 days. **1** - An invoice was 31 to 60 days overdue. **2** - An invoice was 61 to 90 days overdue. **3** - An invoice was 91 to 120 days overdue. **4** - An invoice was more than 120 days overdue.

When you save the entries, the next screen you selected appears. If you did not select another screen, the **Customers** selection screen reappears.

Customer Comments

If you elected to add or change customer comments, the **Customer Comments** appears.

OSAS T000
Settings Edit Fwd Help
Customer Comments
Customer KANSAS KANSAS CITY GEODESIC HOMES
Ref ID End Date 09/04/2001
Date Ref Comment
02/14/2000 1 CUSTOMER REQUESTED THAT ALL MAIL BE SENT TO NEW HQ
01/15/1999 1 JANE REQUESTED A FAX COPY OF INV # 39639.
Ref ID, end Date, Append, Enter = edit
Company: H
Verify

Field	Description
Ref ID	To work with comments for only the reference ID listed, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
End Date	Enter the date of the most recent comment you want to work with or press **Enter** to work with all comments. The date, reference, sequence number, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

After defining the screen header information, the scrolling region appears and the available commands are listed at the bottom of the screen.

Use the arrow keys to move the cursor to the item with which you want to work. Then use the command bar commands to perform tasks.

Command Bar

Command	Description
Ref ID	Press **R** to work with comments associated with a different reference ID. Then enter the reference ID and end date.
end Date	Press **D** to work with comments with a different end date and enter the new end date.
Append	Press **A** to add a comment.
Enter=edit	Press **Enter** to edit a comment.
Goto	Press **G** to go to a specific credit card in the list.

Whether you select **Append** or **Enter** to edit, the fields on the **Customer Comments** screen are enabled for editing or adding.

Field	Description
Date	If you have not added or edited any other comments, the system date appears; otherwise, the date of the last comment you worked with appears. Accept the date or enter a different date.
Reference	Enter the reference ID of the comment you want to add or edit.
Comment	Enter or edit the comment and press **Enter** to save the comment record.

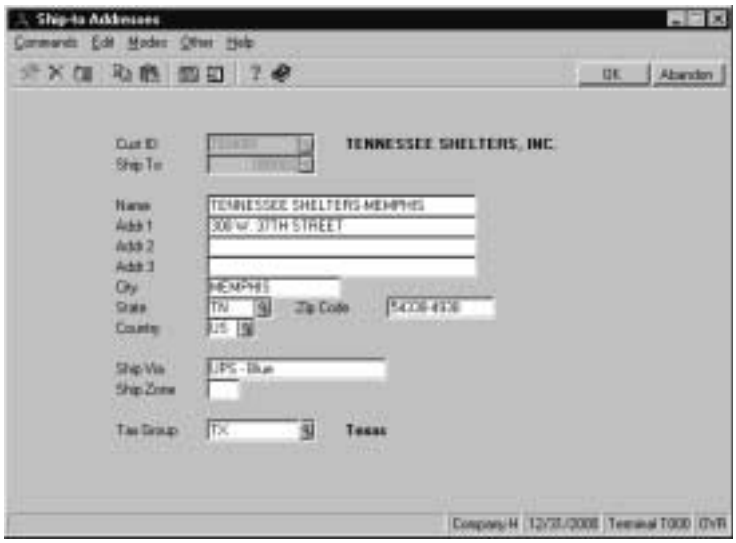
After you are finished working with the **Customer Comments** screen, use the **Exit** (**F7**) command to return to the **Customers** selection screen. Enter another customer ID or use the **Exit** (**F7**) command again to return to the **File Maintenance** menu.

Ship-to Addresses

Use the Ship-to Addresses function to enter, change, or delete shipping addresses and assign them to customers. You can enter 999,999 shipping addresses for each customer.

Ship-to Addresses Screen

Select **Ship-to Addresses** from the File Maintenance menu. The function screen appears.



	Field	Description
Inquiry	Cust ID	Enter the ID of the customer you want to assign shipping addresses to. The customer's name appears.
Inquiry	Ship To	Enter the ID for the ship-to address.

	Field	Description
Inquiry	Name/Address 1–3/City/ State/Zip Code/Country	Enter the customer's name and address, city, state, zip or postal code, and country code, or accept the displayed information. You can use the **Inquiry** (**F2**) command to look up and select states and country codes from the lists that appear.
	Ship Via	Enter the method you usually use to ship items to the customer—for example, the name of a shipping service.
	Ship Zone	Enter the customer's ship zone. This field is for reference only.
Inquiry Maint	Tax Group	Accept the displayed tax group, or enter the tax group that applies to sales shipped to this address. When you enter a tax group, the description appears. If you enter a different tax group, it overrides the tax group you set up for the customer in the Customers function.

After you save the ship-to information, enter information about a different shipping address, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Sales Reps

Use the Sales Reps function to set up and maintain records for sales reps whose sales you want to track. You can pay a sales rep on commission only if you set up sales rep records and elected to keep sales history in the Resource Manager Options and Interfaces function.

You can pay commissions on any combination of line items, tax, freight, and miscellaneous charges; and you can base commissions on net sales or gross profit. Sales reps can receive their commissions when the invoice is sent or paid.

After you enter the sales reps, produce the Sales Reps List (see page 12-3) to check for mistakes and to use as a reference when you enter accounts receivable transactions.

Sales Reps Screen

Select **Sales Reps** from the File Maintenance menu. The function screen appears.

Inquiry

1. Enter the ID of the sales rep.
2. Enter personal information (name, address, phone numbers, and so on).

Inquiry

3. Enter an employee ID for the sales rep for your reference. You might want this reference to the Payroll system if the sales rep is an employee. However, even though Accounts Receivable does not interface with Payroll, you can use the **Inquiry** (**F2**) command to look up an employee ID if Payroll is installed for this company.
4. Enter the run code you want to assign to the sales rep, or press **Enter** to skip this field. This code is a digit you can assign to the sales rep for reference only; the system does not use it in any calculations and uses it for sorting only if you make modifications to the system.
5. Enter the percentage of the sale you want the sales rep's commission to be.
6. Select the amount the commissions are to be paid on: **S** for the net sales amount, **G** for the gross profit of the sale, or **N** for neither amount.
7. Enter **B** if the commissions are to be paid when the sale is entered or **P** if they are to be paid when the sale is paid.
8. For each type of charge, check the box (or enter **Y** in text mode) if the sales rep's commission is to be based on that type of charge, or uncheck the box (or enter **N** in text mode) if it is not.
9. Enter the sales rep's month- and year-to-date gross sales. The figures are updated when you post the sales rep's transactions.
10. Enter the date of the rep's last sale. Post transactions updates this field.

Note

The ARHIxxx (Detail History) file provides information for the sales history fields and the Commissions Report. If you change the information in these fields, the ARHIxxx file is not updated and the data in the Commissions Report does not match the data in the ARSRxxx (Sales Rep) file.

11. Enter the sales rep's electronic mail address for reference purposes.

After you use the **Proceed** (**OK**) command to save the information that you entered about the sales rep, enter information about another sales rep, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Recurring Entries

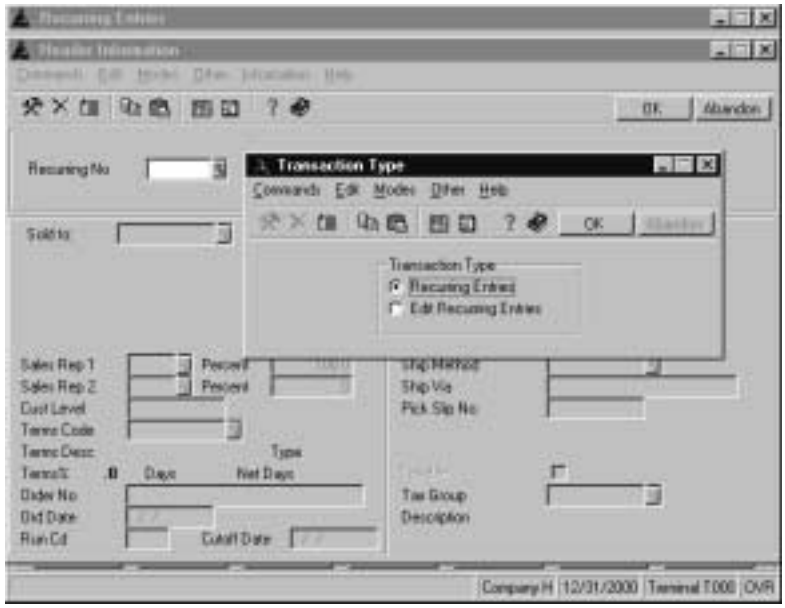
Use the Recurring Entries function to set up noninventory invoices that you send to customers regularly. You can set up Recurring Entries for individual customers and for groups of customers.

After you set up the Recurring Entries, use the Copy Recurring Entries function (see page 5-31) to copy them to the ARTDxxx and ARTHxxx (Transaction) files when they come due.

To save time, you can copy a group of Recurring Entries to the ARTDxxx and ARTHxxx files instead of entering each transaction each time you send the bill. By assigning each entry a run code, you can process these groups of entries on different schedules—monthly, bimonthly, or whatever fits your company's needs.

Recurring Entries Menu

Select **Recurring Entries** from the File Maintenance menu. A menu appears.



The Recurring Entries Transaction Type menu offers two choices: Recurring Entries and Edit Recurring Entries. The only difference between the two functions is the fact that when you use Recurring Entries, you create data; when you Edit Recurring Entries, you work with existing data.

Select the action you want to perform and use the **Proceed** (**OK**) command to continue.

Recurring Entries Header Screen

After you make your selection from the Recurring Entries menu, the header screen appears.

	Field	Description
Inquiry	Recurring No	Enter a number that identifies the recurring entry.
Inquiry **Maint**	Sold to	If the recurring entry is for one customer, enter the ID of the customer. The customer's name and address appear. If the recurring entry is for a group of customers, enter an asterisk (*) and the customers' group code.
Inquiry **Maint**	Sales Rep 1/Percent	If you entered a customer ID in the Sold to field, the ID of the sales rep who usually sells to the customer is displayed. Accept it, or enter a different ID. Then enter the percentage of the sale you want to base the sales rep's commission on, or press **Enter** for a commission of 100 percent.

	Field	Description
Inquiry Maint	Sales Rep 2/Percent	Enter the ID of the second sales rep receiving a commission on the sale, or press **Enter** to skip this field. If you entered an ID, enter the percentage of the sale you want to base the sales rep's commission on. The sum of the two percentages you entered cannot exceed 100.
	Cust Level	Accept the displayed customer level, or enter a different customer level.
Inquiry Maint	Terms Code	The terms code describes the terms of the payment. Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms function is temporarily called up. After you enter the terms code, the description for the code appears.
	Ord No	To identify the transaction, enter the sales order number or the customer's purchase order number. To skip this field, press **Enter**.
	Ord Date	If you entered an order number, enter the order date.
	Run Cd	You copy Recurring Entries by run code to the ARTDxxx and ARTHxxx files. Use the same run code for entries that you copy on the same basis. For example, you could use **01** for entries you copy on the first day of each month, **15** for entries you copy on the fifteenth day of each month, and so on. Enter the run code the recurring entry belongs to.
	Cutoff Date	Enter the date after which you no longer want the entry to be copied to the ARTDxxx and ARTHxxx files, or press **Enter** to skip this field.
Inquiry Maint	Ship to	Enter the shipping address code for one customer or for a group of customers. If you use the **Maintenance** (**F6**) command, the Ship-to Addresses function is temporarily called up.

	Field	Description
		If you enter a code for one customer and the code is in the ARSAxxx (Ship-to Address) file, the address appears. If you enter a code for a group of customers, the associated shipping address is used for the customers in the group with the same shipping address code when you copy the entry. If the code is not valid for a customer, no address is used when you copy the entry.
Inquiry **Maint**	Ship Method	Enter a notation for the shipping method. If you use the **Maintenance** (**F6**) command, the Ship-to Addresses function is temporarily called up.
	Ship Via	If you entered a shipping address code that is on file, the means by which the method is shipped is displayed. Accept it, or enter a different shipping method.
	Pick Slip No	Enter the picking slip number for the entry.
	Taxable	For each entry, check the box (or enter **Y** in text mode) if the location is taxable, or uncheck the box (or enter **N** in text mode) if it is not.
Inquiry **Maint**	Tax Group	Enter the tax group for the customer. If you use the **Maintenance** (**F6**) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description appears.
	Description	The description of the tax group appears.

When you approve the header information, the line-item entry screen appears.

Recurring Entries Line-Item Entry Screen

The Recurring Entries line-item entry screen can appear for one of three reasons:

- You are creating a recurring entry and you finish entering header information.
- You use the **Append** command on the command bar to add an item to the end of the list.
- You use the **Edit** command on the command bar to edit an item in the list. If you use this command, the line-item entry screen is titled Edit Line instead of Append Line.

Field	Description
Desc	Enter a description of the recurring entry.
Additional text	If you elected in the Resource Manager Options and Interfaces function to enter additional descriptive text about line items when you enter invoices, the Additional Description Lines window appears when you press **Enter** in the Desc field. You can enter 10 lines of additional text. When you are finished entering text, press **Enter** at a blank line. The text is saved and you are returned to the line-item entry screen.
Sls Cat	The sales category usually refers to an inventory item. Enter a category, or press **Enter** to skip this field.

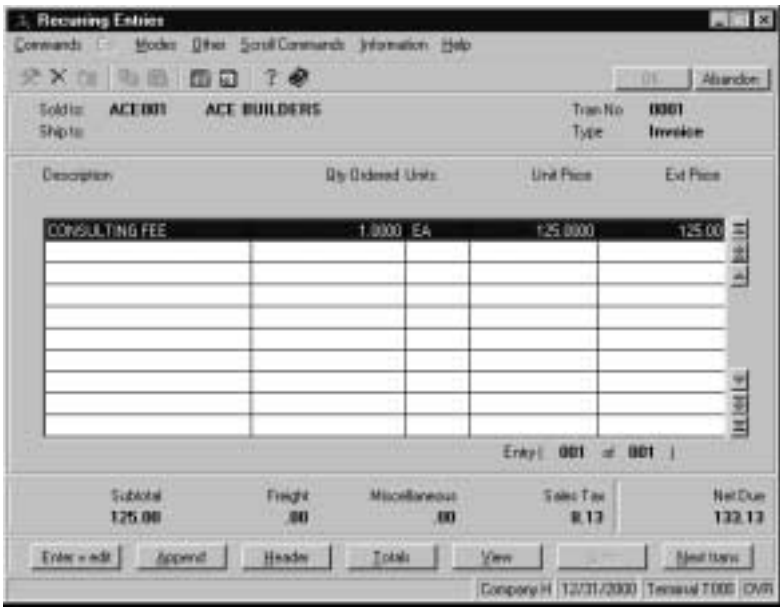
	Field	Description
Inquiry Maint	Tax Class	Accept the displayed value, or enter a different sales tax class. The effective tax rate for this class will appear when you enter the price.
Inquiry Maint	GL Code	The GL code identifies the pairs of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a line of an entry. (The codes are set up in the GL Codes function.) If you entered a GL code in the DFxxxx table, the code is displayed.
Inquiry	Sales Acct/COGS Acct/ Inv Acct	If you entered a GL code, the sales and COGS accounts are displayed. The inventory account is displayed from the ARGLxxx table. Accept each displayed account number. (The **Inquiry** command is available if Accounts Receivable is interfaced with General Ledger.)
	Ordered	Enter the number of units that were sold.
	Units	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually.
	Price/Cost	Enter the item's unit price and unit cost. The entry's total price (the quantity ordered times the unit price) and total cost (the quantity ordered times the unit cost) are displayed.

After you save the line-item entry information, enter another line item, or exit to the Recurring Entries screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon (Cancel)** command to cancel the entry. To delete the entire recurring entry, use the **Delete** (**F3**) command on the header screen.

Recurring Entries Scroll Region

When you exit from the line-item entry screen, the Recurring Entries scroll region screen appears.



The Recurring Entries screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region is in the middle of the screen.
- The entry totals are displayed at the bottom of the screen.

Enter = edit, Append, Header, Totals, View, Goto, Next trans

To edit a line item, move the prompt to the line item and press **Enter**. To append a line item to an entry, press **A**. Then see **Recurring Entries Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and total entries because you already saved them.

To enter or edit totals associated with the recurring entry, press **T**. The Totals Information window appears (see below). The total amount of the entry (the subtotal plus the sales tax, freight, and miscellaneous charges) and the total amount of the invoice (the subtotal plus the sales tax, freight, and miscellaneous charges) are displayed.

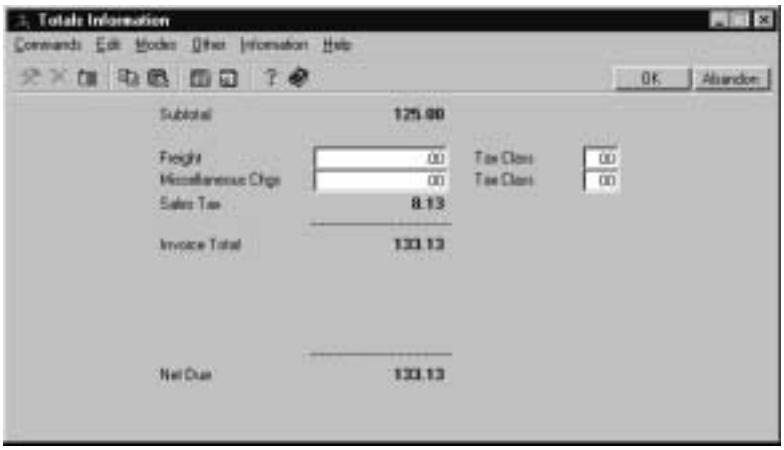
To look at an expanded summary of the line item, move the prompt to the line item, and press **V**. Additional information about the line item such as the general ledger account and description appears on the View Line screen. Press any key to return to the Recurring Entries screen.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items in the scroll region.)

To enter a different recurring entry, press **N**. The Transaction Type menu appears. Enter a different recurring entry, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Totals Information

This window appears when you use the Totals command from the Recurring Entries scroll region:



Field	Description
Subtotal	The subtotal of the line items is displayed.
Freight	Enter the shipping charges.
Inquiry **Maint** Tax Class	If you indicated that freight is taxable in the Resource Manager Tax Groups function, the freight's tax class is displayed. Accept the displayed tax class, or enter the tax class the shipping charges should be applied to.
Miscellaneous Chgs	Enter the miscellaneous charges (for example, handling). Then enter the tax class the miscellaneous charges should be applied to.
Inquiry **Maint** Tax Class	If you indicated that freight is taxable in the Resource Manager Tax Groups function, the freight's tax class is displayed. Accept the displayed tax class, or enter the tax class the shipping charges should be applied to.

Field	Description
Sales Tax	Enter the sales tax. If you enter a sales tax that is different from the calculated amount (which is based on the tax class and tax group), a window appears:

Field	Description
Tax Location	The tax location for the recurring entry is displayed.
Tax Amount	The tax amount for each location is displayed.
Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.
Inquiry **Maint** Tax Loc	Enter the tax location for the adjustment.
Inquiry **Maint** Class	Accept the displayed tax class, or enter a different tax class .

After you enter the tax class, the cursor returns to the Totals Information window.

When you are done entering the information on the totals screen, use the **Proceed** (**OK**) command to save your entries and return to the Recurring Entries Scroll Region screen.

Tables

Use the Tables function to set up and maintain the Accounts Receivable tables.

Tables store information about the system, data, options, and default settings for other applications.

The following tables are related to Accounts Receivable:

- ARGLxxx
- ARPDxxx
- DFxxxx
- DUNxxx
- FORMxxx
- QExxxx
- QH1xxxx
- QH2xxxx
- QIxxxx
- QMxxxx

For more information about each of these tables, see their individual descriptions in this section.

Note

The OPTxxx (Options) tables store options and interfaces settings. Maintain the information stored in this table through Resource Manager functions, not through the table itself.

Tables Screen

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.

Inquiry

1. To add or change a table, enter the **Table ID**. To set up a company-specific table, enter the **Table ID** plus the one- to three-character company ID. To set up a terminal-specific table, enter the **Table ID** plus the four-character terminal ID. To delete the table, use the **Delete** (**F3**) command.

Inquiry

2. If you entered a new Table ID, the **Copy From** field appears. To copy a company- or terminal-specific table, enter the Table ID plus the company ID and terminal ID. A set of tables comes with the sample company, Builders' Supply. You can copy the sample tables for a company and then change the appropriate fields.

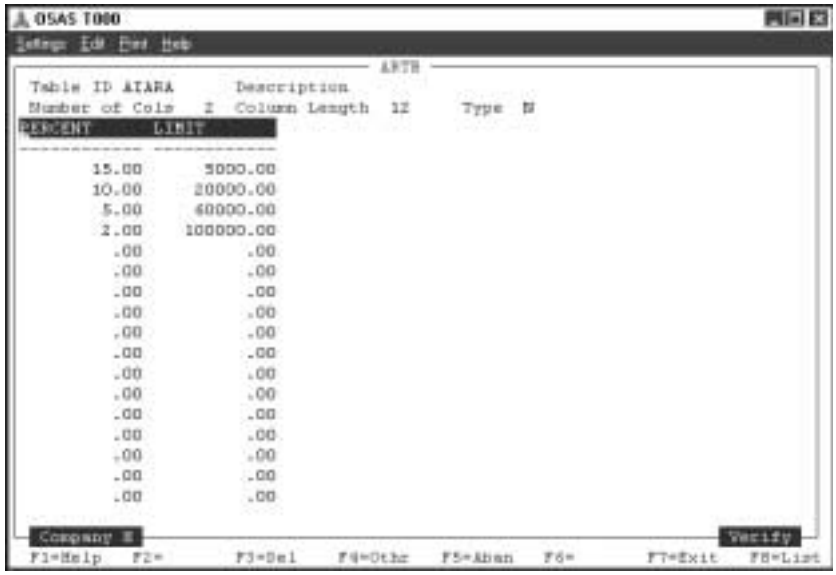
3. Accept the table description or enter a different one.

   The number of columns, their length, and the type of data you can enter—alphanumeric (**A**), numeric with 2 decimals (**N**), numeric with 3 decimals (**3**), or numeric with 4 decimals (**4**)—appear.

AIARy Table

The AIAR table (where **y** is the flexible code for the amount retained) stores up to 18 AIA percentages and limits for calculating retainage.

You must manually set up this table. There is a sample table in Sample Data to use as a guide, if necessary. A sample AIARy table is shown below.



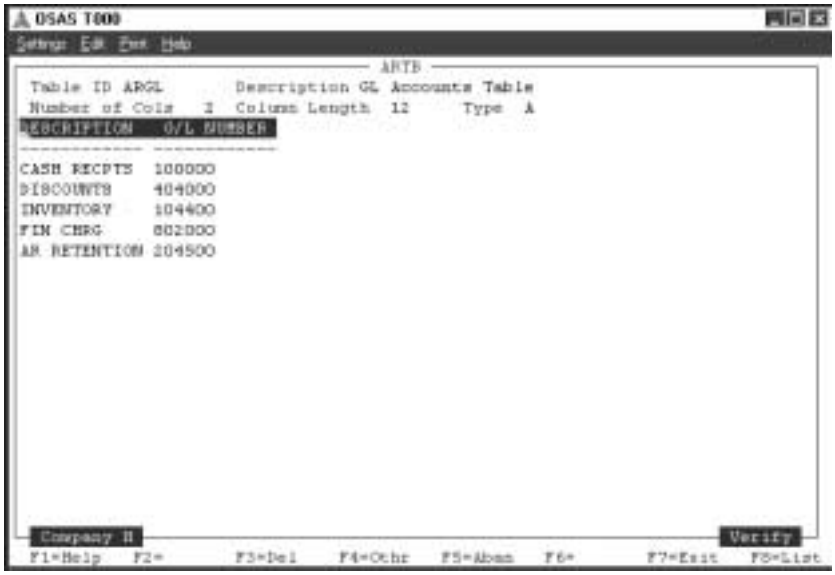
A **Flexible % Code** field appears on both the **Set Up Schedule** and **Application Entry** screens in AIA Invoicing. For each percentage of the amount retained, enter the maximum billing amount to which that percentage applies.

For example, assume you are billing a customer $10,000 for a job, and you enter **A** for the **Flexible Code %** for calculating retainage. The retainage on the first $5,000 is 15%, which is $750. The retainage on the next $5,000 is 10%, which is $500. The total retainage for the $10,000 invoice is $1,250.

ARGLxxx Table

The ARGLxxx table stores the general ledger accounts that accounts receivable cash receipts, discounts, inventory, and finance charges are posted to in the GLJRxxx (Journal) file.

When you enter the **Table ID**, the rest of the ARGLxxx table appears.



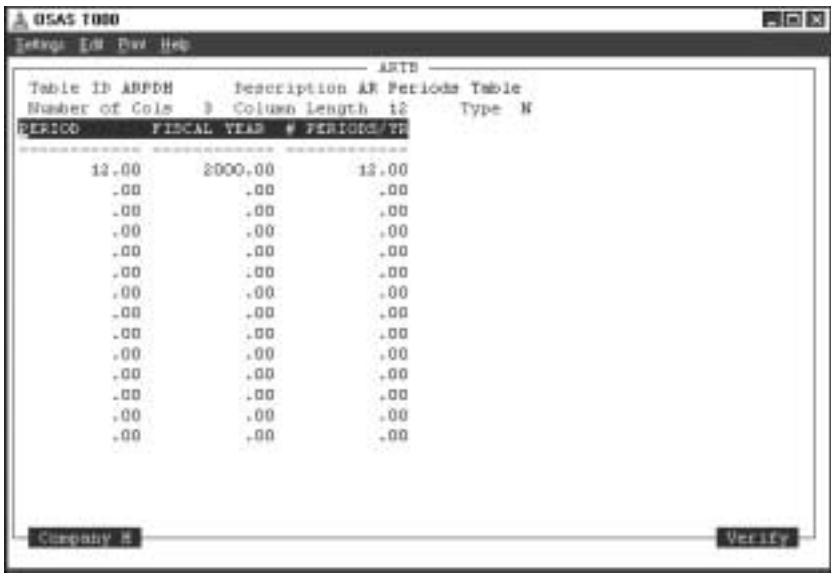
Field	Description
Description	Accounts Receivable posts to four accounts: cash receipts, discounts, inventory, finance charges, and AR retainage. Accept each account shown or change the description of each account.

Field	Description
	The cash receipts account is used only if Accounts Receivable does not interface with Bank Reconciliation and if the payment method record is missing. The inventory account is used for noninventory items and when Accounts Receivable does not interface with Inventory. The AR Retainage account is debited for the amount retained when you post AIA invoices, job invoices, or cost plus invoices. When retainage invoices are posted, this account is credited.
GL Number	For each account description (except AR Retainage), accept the default general ledger account number or enter a different account number. Enter the AR Retainage account on the fifth row of the table. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table. It treats the account number on the first line as the cash receipts account number, the account number on the second line as the discounts account number, and so forth.

ARPDxxx Table

The ARPDxxx tables stores a company's current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

When you enter the **Table ID**, the rest of the ARPDxxx table appears.



Field	Description
Period (1.00-13.00)	Enter the number of the current period. The period is incremented when you do periodic maintenance.
Fiscal Year	Enter the current fiscal year. The fiscal year is incremented when you do year-end maintenance.
# Periods/Yr (1.00-13.00)	Enter the number of accounting periods your company uses in a year.

DFxxxx Table

The DFxxxx table stores the default batch ID, distribution code, GL code, and cash receipt invoice number that appear when you enter transactions.

When you enter the **Table ID**, the rest of the DFxxxx table appears.

Field	Description
Field	The fields for which you can enter defaults appear. Accept these fields or change them. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table. It treats the number on the first line as the batch ID, the value on the second line as the distribution code, and so forth.
Default Value	For each field, enter the value that you want to appear when you enter invoices, miscellaneous credits, and cash receipts.

DUNxxx Table

The DUNxxx table stores dunning messages for statements in the **Statements** function. These messages appear at the bottom of a statement. You can change the message on that function screen or in the DUNxxx table.

When you enter a **Table ID**, the rest of the DUNxxx table appears.

Field	Description
Messages	Enter the message for statements less than 30 days past due, from 31 to 60 days past due, from 61 to 90 days past due, and from 91 days or more past due, respectively. The system assigns the message on the first line to statements less than 30 days past due, the message on the second line to statements from 31 to 60 days past due, and so on.

FORMxxx Table

The FORMxxx table stores the message you want to print at the bottom of each invoice.

When you enter the **Table ID**, the rest of the FORMxxx table appears.

OSAS T000
ARTB
Table ID FORM Description Form Number Table
Number of Cols 6 Column Length 12 Type 0
Invoices 2001 Thanks for your order!
Alpha, Numeric, 3-decimals, 4-decimals
Company #
Verify

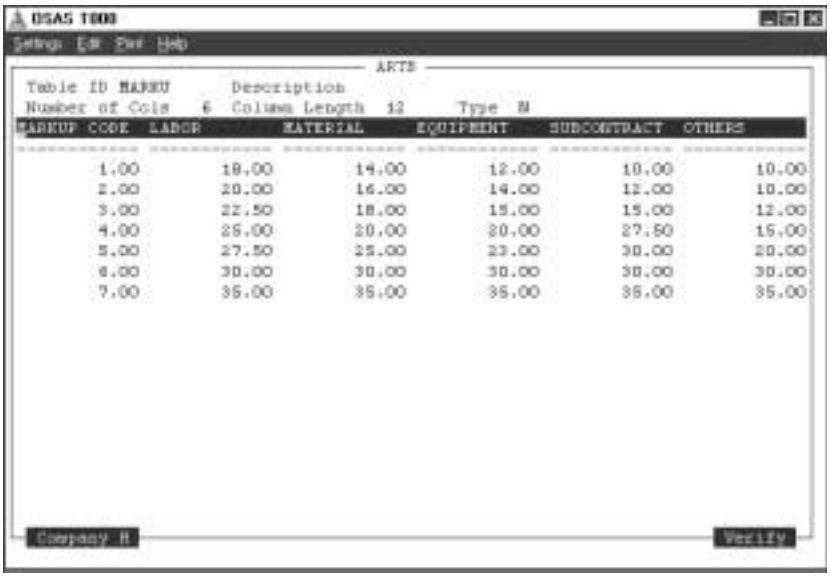
The number that appears before the message is the next invoice number that will appear when you print invoices.

To change the default message, maintain the same spacing. If you want to change the message when you print invoices, enter the message in the **Print Invoices** function.

MARKUx Table

The MARKUx table can store seven markup codes that are used in the **Cost Plus Invoicing** function. Each markup code details the markup percentages for five cost types: labor, material, equipment, subcontract, and others.

You must manually set up this table. There is a sample table in Sample Data to use as a guide, if necessary. A sample MARKUx table is shown below.



QExxxx, QHxxxx, QIxxxx, and QMxxxx Tables

These tables store the quick-entry stops used by the **Transaction** function when performing the following tasks:

- QExxxx—when you edit transactions.
- QHxxxx—when you enter header information. Two tables store this information: QH1xxxx stores quick-entry stops on the left half of the invoice header screen, and QH2xxxx stores quick-entry stops for the right half of the header screen.
- QIxxxx—when you enter invoices.
- QMxxxx—when you enter miscellaneous credits.

When you enter the **Table ID**, the rest of the table appears. A QExxxx table is shown below.

Field	Description
Field	The fields that appear on the line-item entry screen when you add or change transactions appear. Accept these fields or change them. Do not delete lines or rearrange the descriptions. The system looks for these accounts by their position in the table. It applies the information on the first line to the **Description** field, the information on the second line to the **Additional Descriptions** fields, and so forth.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you press **Tab** or **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

Printing Tables

After you have set up or changed a table, use the **List** (**F8**) command to produce a copy of it. You can also use the **Tables List** function (see page 12-31) to produce a list of all Accounts Receivable tables.

Build Open Invoice File

Before you use Accounts Receivable, you must build the ARINxxx (Open Invoice) file, which stores invoices, credit memos, cash receipts, and finance charges. The method you use to build the ARINxxx file depends on whether you want detailed or summary invoice information.

Note

Before you enter beginning balances, if you elected to use online aging in the Resource Manager Options and Interfaces function, select **NO** for the **Use Online Aging** option in that function.

If all your customers have open invoice accounts and you want individual invoices for them, use the Invoices option in the Transactions function (see page 5-3) to build the ARINxxx file.

If you have some balance forward customers, use the Build Open Invoice File function to quickly enter their open invoice balances. You should also use this function if you have open invoice customers you want only one summary invoice for in each aging period.

For open invoice customers, the Build Open Invoice File function creates an open invoice for each balance you entered in the ARCUxxx (Customer) file. Because these summary invoices lack the detail they have when you enter invoices manually, you must bill them the first month for the total balance due. This situation is corrected when you begin entering invoices as part of your daily processing.

Note

You must enter balances for the customers before you run the Build Open Invoice File function. You must run this function before you post invoices. You can run this function only once.

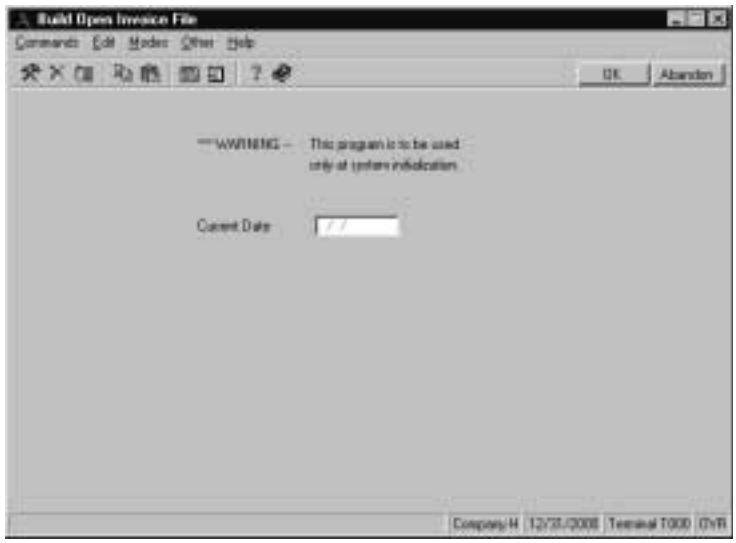
Aging classifies receivables by the amount of time that has passed since the date of the sale. Accounts Receivable has five aging periods:

- The current period
- 31 to 60 days old
- 61 to 90 days old
- 91 to 120 days old
- More than 120 days old

When you run the Build Open Invoice File function for open invoice customers, you create an invoice for each aging period, and the system assigns an invoice date for the current period—the date you enter in the Current Date field.

Build Open Invoice File Screen

Select **Build Open Invoice File** from the File Maintenance menu. This screen appears.



1. Enter the current date from which invoices will be aged.

2. Use the **Proceed (OK)** command to build the ARINxxx file. When processing is complete, you are returned to the File Maintenance menu.

3. Print the Aged Trial Balance (see page 7-9) to make sure that the accounts are aged correctly. Then if you want information about individual invoices for some open invoice customers, use the Invoices option in the Transactions function (see page 5-3) to enter the invoices manually.

4. When the ARINxxx file is correct, post the invoices.

Change Fields

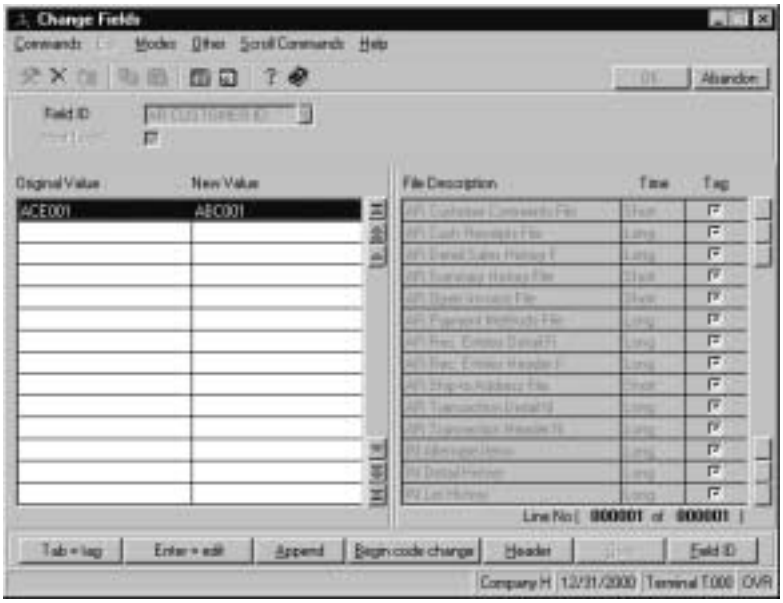
Features

Use the Change Fields function on the File Maintenance menu to change any code from one value to another. The Change Fields function can change codes within this application, as well as in other applications.

To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 10-61.

Change Fields Screen

When you select Change Fields from the menu, this screen appears:



The screen contains 3 sections. The top, or *Header*, section, which includes the Field ID and Print Log? fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or *Values*, section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right, or *Files*, section contains a list of the files that will be changed in the applications you have installed on your system.

Field Definitions—Header

	Field Name	Description
Inquiry	Field ID	Enter the Field ID you want to change. You can change only Accounts Receivable fields from the Accounts Receivable menu. To change IDs and codes from other applications, run the Change Fields function in the respective application.
	Print Log?	Select the Print Log field to print a list of the files that are changed.

After you enter the field ID and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Field Definitions—Values

Field Name	Description
Original Value	Enter the current field value that you want to change.
New Value	Enter the new value that you want to use for this field.

Command Bar

Command	Description
Tab = tag	Press **Tab** to switch to the Files section of the screen.
Enter = Edit	Press **Enter** to edit the current line.

Command	Description
Append	Press **A** to append another value to change to the list.
Begin code change	Press **B** to begin the change field process.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

Continue entering old values and new values until you have specified all of the values you want to change. If you want to change the files that will be changed, you can use the **Tab** command to jump to that section. If you are satisfied with your selections, press **B** to begin the change process.

Field Definitions—Files

Field Name	Description
File Description	The files that contain the Field ID you selected appear.
Time	This field gives you an idea of the relative time it will take to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
Tag	This field denotes whether the file will be affected by the copy process. Tag the file to change fields in the file.

Command Bar

Command	Description
Tab = value	Press **Tab** to return to the Values screen section.
Enter = Tag/Untag	Press **Enter** to toggle a file as included or excluded from the copy process.
All	Press **A** to tag all of the files.
None	Press **N** to untag all of the files.
Begin	Press **B** to being the change field function.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log will print if you elected to produce it.

Enter a new field ID to change, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Change Fields Log

12/31/2000 Builders Supply Page 1
6:12 PM Change Code Log

File Name	Records Read	Records Converted	Original Total Record	New Total Records
ARCUH	2	1	13	13
ARCCH	1	0	17	17
ARCRH	0	0	0	0
ARHIH	568	166	569	569
ARHSH	124	123	549	549
ARINH	9	8	64	64
ARPYH	4	0	8	8
ARREH	3	1	3	3
ARRHH	3	1	3	3
ARSAH	1	0	6	6
ARTDH	0	0	0	0
ARTHH	0	0	0	0
INAIH	6	4	189	193
INHIH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INHIH	457	120	1010	1010
INLHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INLHH	0	0	406	406
INSHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INSHH	27	0	573	573
JOBSH	25	0	25	25
JOHIH	1	0	189	189
JOHIH	0	0	189	189
SORHH	6	1	6	6
SORLH	21	4	21	21
SOTDH	20	1	20	20
SOTHH	8	1	8	8

Field ID AR CUSTOMER ID

Original Value	New Value
ACE001	ABC001

Codes Maintenance 11

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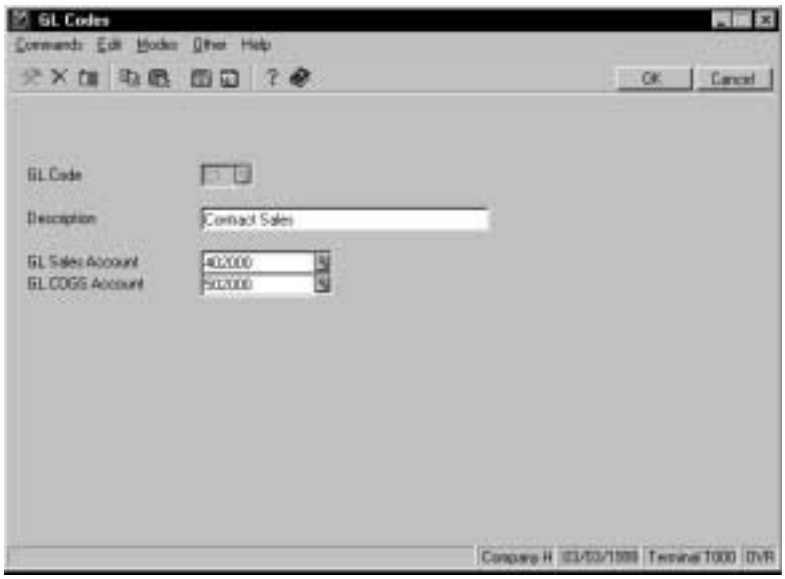
GL Codes

Use the GL Codes function to assign sales and cost-of-goods-sold accounts in General Ledger to a general ledger code. The codes serve as a shorthand method of assigning the accounts to a transaction. When you post transactions, information associated with a sales/COGS code is sent to the correct accounts.

GL Codes Screen

Select **GL Codes** from the Codes Maintenance menu. The function screen appears.



	Field	Description
Inquiry	GL Code	Enter the code for the sales/COGS account pair.
	Description	Accept the displayed code description, or enter a different code description. This description appears when you use the **Inquiry** command in the GL Code field anywhere in the system.
Inquiry Maint	GL Sales Account	Accept the displayed general ledger sales account, or enter a different account number. (The **Maintenance** and **Inquiry** commands are available if Accounts Receivable is interfaced with General Ledger.) If Accounts Receivable is interfaced with General Ledger, the account number is verified in the GLMAxxx (Master) file.
Inquiry Maint	GL COGS Account	Accept the displayed general ledger cost-of-goods-sold account, or enter a different account number. If Accounts Receivable is interfaced with General Ledger, the account number is verified in the GLMAxxx file.

After you save the sales/COGS account information, enter information for a different GL code, or exit to the Codes Maintenance menu.

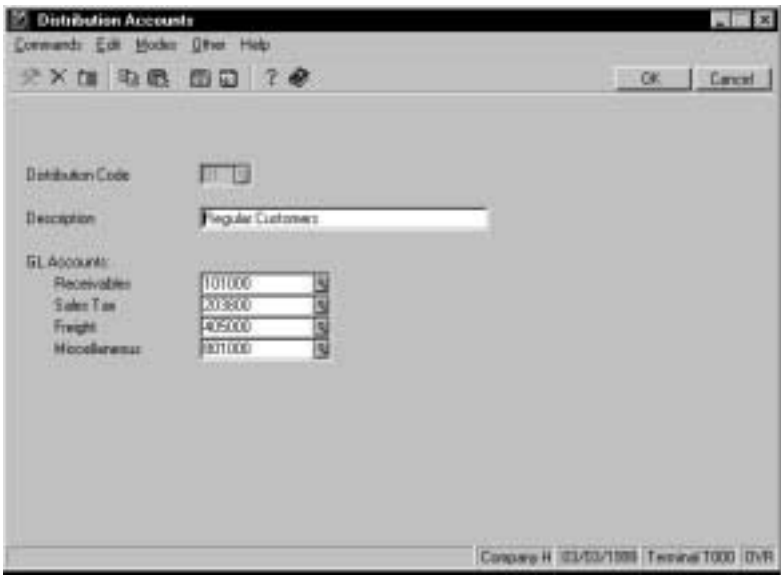
Distribution Accounts

Use the Distribution Accounts function to add or change the codes that contain your general ledger distribution accounts or to set up a selection of different distribution accounts.

You assign distribution codes to customers when you set them up. When you post transactions that involve the customers, the GL journal information is posted from the ARTDxxx and ARTHxxx (Transaction) files to the accounts you specified in the associated distribution code.

Distribution Accounts Screen

Select **Distribution Accounts** from the Codes Maintenance menu. This screen appears



	Field	Description
Inquiry	Distribution Code	Enter the distribution code you want to work with.
	Description	Accept the displayed description, or enter a different code description. This description appears when you use the **Inquiry** (**F2**) command in any Distribution Code field in the system.
Inquiry **Maint**	GL Accounts	Accept each displayed general ledger account number, or enter a different account number for receivables, sales tax, freight, and miscellaneous charges. (The **Maintenance** and **Inquiry** commands are available if Accounts Receivable is interfaced with General Ledger.)

After you save the distribution account information, enter information about a different distribution code, or exit to the Codes Maintenance menu.

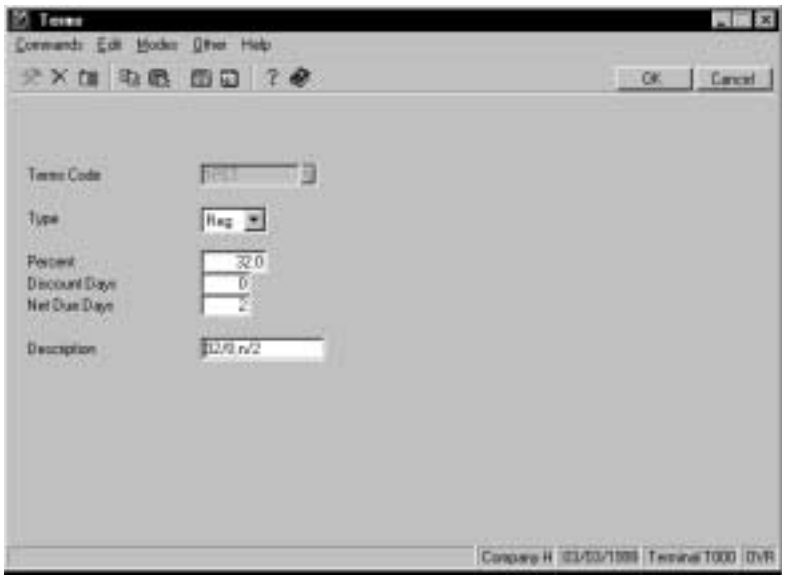
Terms

Use the Terms function to add or change codes for payment terms for customers. These codes serve as a shorthand method of assigning particular conditions for doing business with a customer. For example, you can assign a terms code with 10 discount days to one customer and a terms code with 30 discount days to another customer.

After you set up valid terms codes, you assign them to the customer records. Then when you enter transactions involving the customer, the terms you specified are automatically applied.

Terms Screen

Select **Terms** from the Codes Maintenance menu. This screen appears.



	Field	Description
Inquiry	Terms Code	Enter the terms code you want to work with.
	Type	If you want the terms to be prox terms, calculated as days from the beginning of the next month, enter **P**. If you want the terms to be regular terms, calculated as days from the invoice date, enter **R**.
	Percent	Enter the discount percentage used for the terms (up to 100.0%), or accept the displayed percentage.
	Discount Days	Enter the number of days for which the discount is valid.
	Net Due Days	Enter the number of days the customer is given to pay the net due without a discount.
	Description	The description that appears is based on your entries in the previous fields and appears on the customer invoice and statement. Accept the displayed description, or enter a different description.

Note

The terms code represents ongoing terms of payment. Leaving all fields zero means that you want cash on delivery (COD).

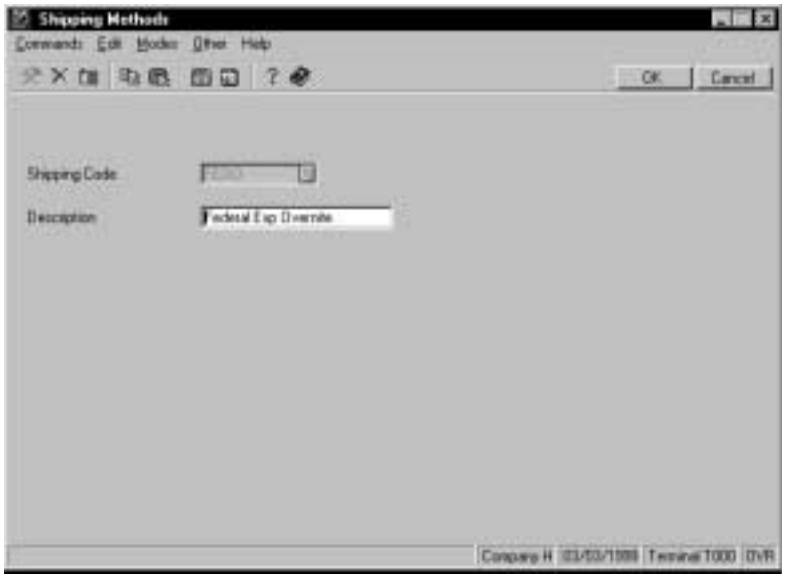
After you save the terms code information, enter information about a different terms code, or exit to the Codes Maintenance menu.

Shipping Methods

Use the Shipping Methods function to set up and maintain the codes used to describe shipping methods. The codes serve as a shorthand method of entering information about how goods are shipped when you enter transactions.

Shipping Methods Screen

Select **Shipping Methods** from the Codes Maintenance menu. This screen appears.



Inquiry

1. Enter the shipping code whose information you want to add or change.
2. Enter the shipping code's description, or accept the displayed description. The description is used in the Ship Via field in transactions when you enter the shipping method code.

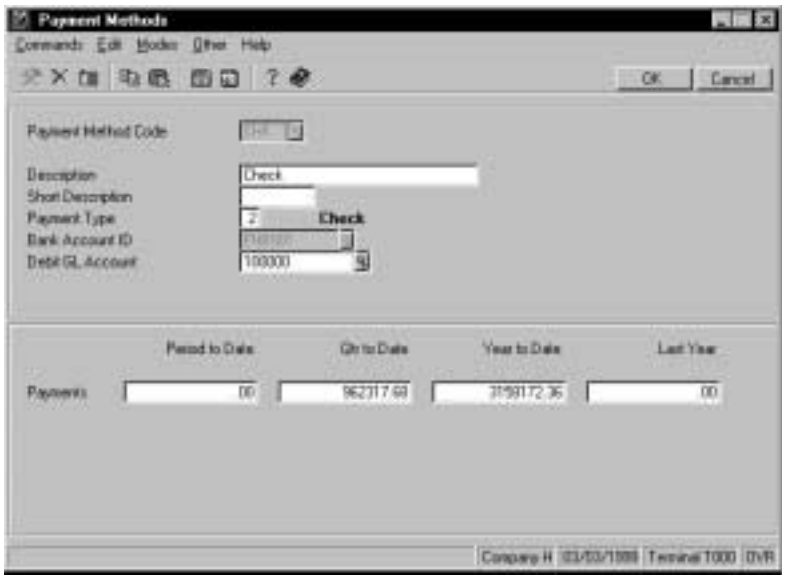
After you save the information, enter another shipping method code, or exit to the Codes Maintenance menu.

Payment Methods

Use the Payment Methods function to add or change the codes used to specify which kinds of payments you honor for customers. For example, you can set up codes to designate personal checks, company checks, write-offs, cash, credit cards, and so on.

Payment Methods Screen

Select **Payment Methods** from the Codes Maintenance menu. This screen appears.



	Field	Description
Inquiry	Payment Method Code	Enter the payment method code you want to work with. To delete the payment method code, use the **Delete** (**F3**) command.

	Field	Description
	Description	Accept the displayed description, or enter a description of the payment method. This description appears when you use the **Inquiry** (**F2**) command in a Payment Method field.
	Short Description	Accept the displayed short description, or enter a short description of the payment method. This description appears on statements unless the payment method is a check; in that case the check number appears.
	Payment Type	Enter the type of payment the payment method belongs to.
Inquiry	Bank Account ID	This field appears if the payment type is *cash* or *check*. Enter the bank account ID associated with the payment method.
Inquiry	Credit Card Cust ID	This field appears if the payment type is *credit card*. Enter the credit card customer ID associated with the payment method. To track receivables from a credit card company as you would monies owed you by other customers, enter the credit card company as a customer in the Customers function (see page 10-3) and enter **C** in the Group Code field to identify it as a credit-card company.
Inquiry **Maint**	Debit GL Account	Enter the default general ledger account associated with the payment code. (The **Inquiry** and **Maintenance** commands are available if Accounts Receivable is interfaced to General Ledger.)
	Payments Period to Date/ Qtr to Date/Year to Date/ Last Year	Enter the amount of the payments received using this payment method this period, this quarter, this year, and last year. When you post transactions, the ARTDxxx and ARTHxxx (Transaction) files update the ARPYxxx file.

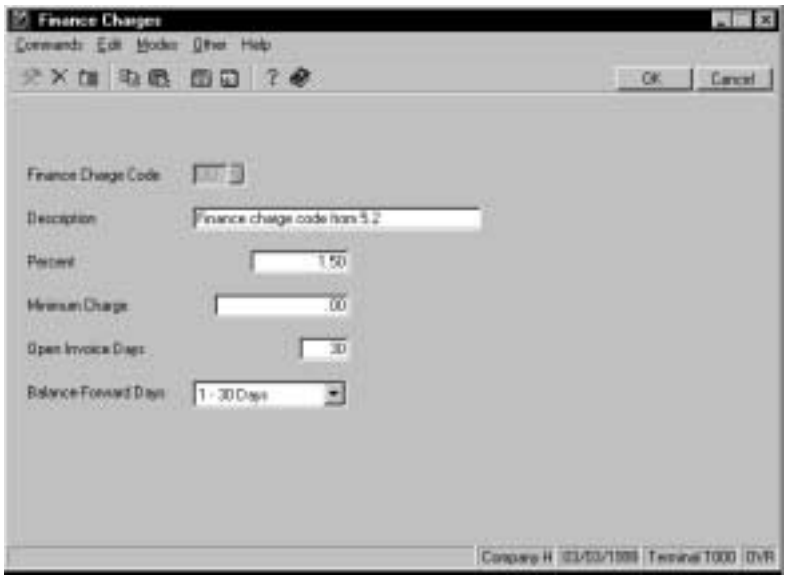
After you save the payment method information, enter information about a different payment method, or exit to the Codes Maintenance menu.

Finance Charges

Use the Finance Charges function to set up different finance charge codes for specific customers. Assign the finance charge codes to the customer when you set up the customer's record. The codes are used to determine the finance charges when you run the Calculate Finance Charges function.

Finance Charges screen

Select **Finance Charges** from the Codes Maintenance menu. This screen appears.



	Field	Description
Inquiry	Finance Charge Code	Enter the finance charge code you want to work with.
	Description	Accept the displayed description, or enter a description of the finance charge code.

Field	Description
Percent	Enter the percentage. The finance charges will be calculated by applying this percentage to the past-due balance for the customer.
Minimum Charge	Enter the minimum amount that will be charged. If the calculated charge is less than the minimum you enter, the minimum amount will be assessed.
Open Invoice Days	For open invoice customers, enter in the number of days an invoice must be past due to accrue finance charges.
Balance Forward Days	For balance forward customers, enter the aging period for which finance charges will be calculated. You can choose any of these time periods: **1** - 31 days and over **2** - 61 days and over **3** - 91 days and over **4** - 121 days and over

Master File Lists 12

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Sales Reps List

The Sales Reps List contains information from the ARSRxxx (Sales Rep) file: the sales reps' IDs, names, addresses, commission information, and sales history.

Sales Reps List Screen

Select **Sales Reps List** from the Master File Lists menu. This screen appears.

Inquiry

1. Enter the range of sales reps whose information you want to include in the list.
2. If you want to print the sales reps' addresses, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
3. Select the output device.

A sample Sales Reps List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Sales Reps List

```
12/31/2000                                  Builders Supply                                  Page    1
2:54 PM                                     Sales Reps List

------------ Sales Rep ------------     Employee ID       Commission                        Sales MTD
ID   Name                              Phone Number      Rate           Pay On             Sales YTD     Last Sale Date
     Address                           Fax Number        Basis
-------------------------------------------------------------------------------------------------------------------------

DMM  Donna M Mendelsohn                MEN001                 5.250    Line Items YES           .00     12/18/2000
     6712 5th Avenue North             (111)532-9873     Net Sales    Sales Tax  NO        155638.03
                                                         Booked Sales Freight    NO
                                                                      Misc       NO
     Dallas          TX  77773-8976   US

GPD  Garry P. Deacon                   DEA001                 5.000    Line Items YES           .00     12/21/2000
     819 Cross Street                  (999)563-7690     Net Sales    Sales Tax  NO        225128.70
                                                         Booked Sales Freight    NO
                                                                      Misc       NO
     Los Angeles     CA  99873-3412   US

JAH  James A. Hovland                  HOV001                 5.500    Line Items YES           .00     12/10/2000
     1930 Cedarhurst Drive             (888)567-8324     Net Sales    Sales Tax  NO        139485.82
                                                         Booked Sales Freight    NO
                                                                      Misc       NO
     Kansas City     MO  56663-2341   US

PRT  Patrick R Thomassen               TH001                  5.250    Line Items YES           .00     12/20/2000
     1674 West 77th Street             (100)873-8954     Net Sales    Sales Tax  NO         84238.87
     Apt 1203                                            Booked Sales Freight    NO
                                                                      Misc       NO
     New YORK        NY  10027-4359   US


End of Report
```

Customer Detail List

The Customer Detail List shows the information stored in the ARCUxxx (Customer) file: each customer's name and address, credit and tax information, current balances, and sales and payment history.

Customer Detail List Screen

Select **Customer Detail List** from the Master File Lists menu. This screen appears.

Inquiry

1. Enter the range of customers whose information you want to include in the list.
2. Select the order in which you want to print the list.
3. Select the output device.

A sample Customer Detail List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Customer Detail List

12/31/2000 Builders Supply Page 1
3:13 PM Customer Detail List
By Customer ID

ACE001

ACE BUILDERS
1588 SE 31ST STREET

PADUCAH KY 28655-7865 US
ATTN: ACCOUNTS PAYABLE

Ship Zone: 01
Phone: (505) 555-1646
Fax: ( ) -

New Finance Charge: .00
Unpaid Finance Charg .00

Current Due: 104798.98
Balance 31-60: .00
61-90: .00
91-120: .00
121+ : .00
Unapplied Credits: .00
Total Due: 104798.98

E-Mail Address: garrydeacon@bigmail.com
Web Site www.ace-builders.com

Partial Ship? YES
Territory: MIDATL Class: WHSL
Contact: BRIAN
Sales Rep: GPD Garry P. Deacon
Group Code: 0
Statement Code: Both
Account Type: Open Invoice
Dist Code: 01
Cust Level: ACE001
Finance Chg? YES
Fin. Charge Code UU
Terms Code: 2PCT Reg
2.0% 10 DAYS, NET 30
Taxable? NO
Tax Group: MN Minnesota
Exempt ID:

Credit Limit: 315000
Credit Hold: NO

Payment Method: CHK
Card Number: N
Cardholder:
Credit Status: 3-3-2-2-1-1-2-2-2-2-1-1
Verify Credit Cards? NO

	Period-to-Date	Qtr-to-Date	Year-to-Date	Last Year
Sales	30149.94	220260.47	1668830.29	1223579.63
Profit	1505.09	47725.82	492134.70	370863.25
Number of Invoices	6	8	18	8
Payments	35467.99	682992.53	1662865.83	1110548.58
Discounts	.00	.00	12630.63	1595.38
Number of Payments	1	3	15	5
Total Days to Pay	27	122	742	211
Average Days to Pay	27.00	40.67	49.47	42.20

	1st Date	Last Date	Last Amount	Last Number
Sale	07/14/1999	12/21/2000	21722.07	12670074
Payment		12/21/2000	35467.99	14269

YTD Finance Charge .00 High Balance 722144.10
End of Report

Customer Labels

Customer labels are a helpful reference to the customers you have on file. Use the Customer Labels function to print 1-by-3½-inch mailing labels for customer invoices and statements.

Customer Labels Screen

Select **Customer Labels** from the Master File Lists menu. This screen appears.

Inquiry

1. Enter the range of customers whose labels you want to produce.
2. Enter the range of zip codes whose associated customer labels you want to produce.
3. Select the order in which you want to print the vendor labels.
4. Select the type of labels you want to produce.

5. If you selected standard labels and you want them to include the customers' phone numbers, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

6. Select the output device.

7. If you elected to produce standard labels, a line of *x*'s is printed so that you can align the labels. Then this prompt appears:

   Is form aligned?

   If the labels are not aligned, select **No** (or enter **N** in text mode) and adjust them. When the labels are aligned, select **Yes** (or enter **Y** in text mode) to produce them.

Sample standard customer labels are at the end of this section. The attention line is on the first line of the mailing labels according to the U.S. Postal Service standard.

After you have produced the list or labels, the Master File Lists menu appears.

Customer Labels

```
ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH, KY  28655-7865  US


DAL001
DALLAS-FT WORTH DOME HOMES
1025 37TH AVE SE
DALLAS, TX  77777  US


GRE001
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY, NY  10012-4335  US


KAN001
KANSAS CITY GEODESIC HOMES
2382 WEST 53RD AVENUE
KANSAS CITY, MO  56666  US


LOS001
LOS ANGELES CONSTRUCTION CO.
98042 VENTURA BOULEVARD
ENCINO, CA  99999-9584  US


SUN001
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI, FL  33333-4323  US


TEN001
TENNESSEE SHELTERS, INC.
1001 COUNTRY ROAD
NASHVILLE, TN  54327-4383  US


VIS001
VISA
2347 WEST VIRGINIA AVE
SUITE 1025
DOVER, DE  14003-2347  US
```

Customer Comments List

The Customer Comments List shows the comments that are on file for a customer. You can use the list as a reference when you enter accounts receivable transactions.

Customer Comments List Screen

Select **Customer Comments List** from the Master File Lists menu. The function screen appears.

Inquiry

1. Enter the range of customers whose comments you want to include in the list.
2. Enter the range of dates associated with the comments you want to include in the list.
3. Enter the range of reference IDs associated with the comments you want to include in the list.

4. Select the order in which you want to print the list.
5. Select the output device.

A sample Customer Comments List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Customer Comments List

```
12/31/2000                    Builders Supply                    Page    1
2:57 PM                    Customer Comments List
                            By Customer ID/Date

Customer    Date    Ref  Comment

ACE001  ACE BUILDERS
        01/21/2000  2    PLEASE NOTIFY DAISY OF ANY SHORT SHIPMENTS.
                         TRACER PUT ON LAST SHIPMENT.

        01/15/1999  3    ACE AGREED TO PAY $3000 ON 2-1-99.

        01/05/1999  1    PLEASE NOTIFY DAISY AT ACE WHEN ITEM IS MAILED.
                         CALLED CUSTOMER ABOUT PAST DUE BALANCE.

CASHCA  CASH SALES-OAKLAND, CA
        01/25/1999  1    CUSTOMER REQUESTED A CREDIT APPLICATION.

DAL001  DALLAS-FT WORTH DOME HOMES
        05/08/2000  1    CUST REQS THAT WE ONLY TAKE ORDERS FROM JACKIE

        02/15/2000  1    SENT NEW CREDIT APPLICATION

        01/22/1999  1    CUSTOMER REQUESTED THAT WE SEND INV TO NEW ADDRESS

GRE001  GREATER NEW YORK DOMES, INC.
        03/01/2000  1    GEDRIC HAS BEEN PROMOTED. NEW CONTACT IS JULIE.

        01/17/1999  1    GEDRIC SAID WE SHOULD SKIP THE REFUND REQUEST.

        01/16/1999  1    GEDRIC CALLED AND REQUESTED A REFUND ON CREDIT BAL.

KAN001  KANSAS CITY GEODESIC HOMES
        02/15/2000  1    CUSTOMER REQUESTED THAT ALL MAIL BE SENT TO NEW HQ

        01/14/1999  1    DAISY REQUESTED A FAX COPY OF INV # 39839.

LOS001  LOS ANGELES CONSTRUCTION CO.
        07/15/2000  1    RICHARD REQ'D DETAILED HISTORY OF JUNE'S ACTIVITY.

        05/28/2000  1    NEW CREDIT LIMIT SET.

SUN001  SUNSHINE HOMES, INC.
        12/10/2000  1    CUSTOMER REQUESTED A REFUND FOR DEFECTIVE WINDOWS.


End of Report
```

Customer Credit Cards

The Customer Credit Cards function allows you to print a list of the credit card information you have on file for your customers.

Customer Credit Cards screen

Select **Customer Credit Cards** from the Master File Lists menu. The function screen appears.

Inquiry

1. Enter the range of customers whose cards you want to include in the list.

Inquiry

2. Enter the range of payment methods that define the types of credit cards you want to include in the list.

3. Select the output device.

A sample Customer Comments List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Customer Credit Card Report

12/31/2000 Builders Supply Page 1
1:33 PM Customer Credit Cards List

Cust. ID	MOP Code		Card Number	Card Holder's Name	Expiration Date
ACE001	AMX	American Express	3111774899320122	Ace Builders, Inc.	7/2001
ACE001	MC	Master Card	2111737790209022	Ace Builders, Inc.	9/2002
ACE001	VIS	VISA	1111634766239920	Ace Builders, Inc.	4/2001
DAL001	AMX	American Express	3111627738926637	Bob Parker	4/2001
KAN001	VIS	VISA	1111774302002533	James A Hovland	3/2002
LOS001	DIS	Discover	4111237736409898	LA Construction Co	12/2000
LOS001	MC	Master Card	2111466577462534	LA Construction Co	12/2001
SUN001	AMX	American Express	3111278929733944	Randy P Sulivan	3/2002
SUN001	AMX	American Express	3111362799304887	Russell T Johnson	5/2001
SUN001	DIS	Discover	4111239958687748	Randy P Sulivan	2/2002
SUN001	MC	Master Card	2111943829300022	Randy P Sulivan	7/2001
TEN001	VIS	VISA	1111627112639919	Scott Weatherly	3/2002

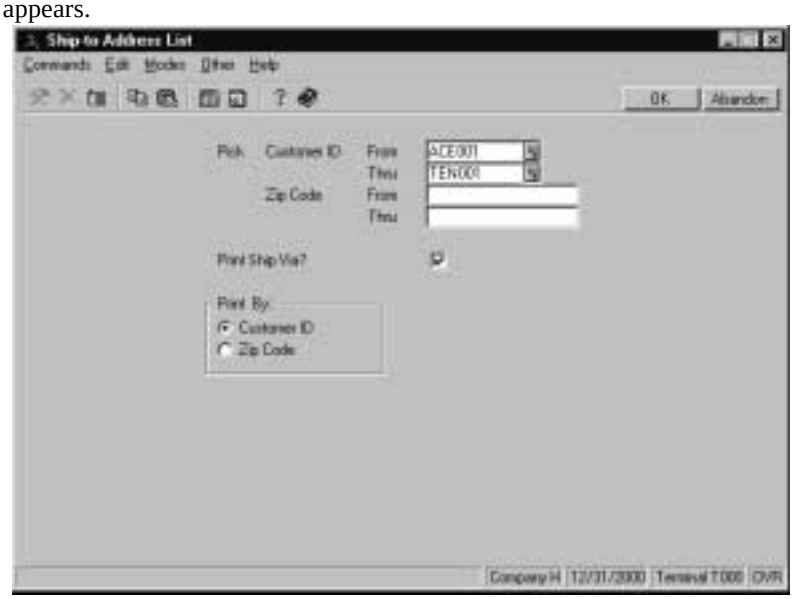
End of Report

Ship-to Address List

The Ship-to Address List is a helpful reference of your customers' shipping addresses.

Ship-to Address List Screen

Select **Ship-to Address List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of customers whose shipping addresses you want to include in the list.

2. Enter the range of the zip codes in which the shipping addresses you want to include in the list are located.

3. If you want the method of shipment included in the list, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. Select the order in which you want to print the list.
5. Select the output device.

A sample Ship-to Address List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Ship-to Address List

Builders Supply
Ship-to Address List
By Customer ID

Page 1

Ship-to Cust ID	Name / Address	Ship Via	Tax Group	
			Group	Description
000001 KAN001	KANSAS CITY GEODESIC HOMES 2382 WEST 53RD AVENUE KANSAS CITY, MO 56666-5425 US	NORTH AMERICAN	TX	Texas
000001 SUN001	SUNSHINE HOMES, INC. 1000 OCEAN BOULEVARD MIAMI, FL 33333-9823 US	UPS - Red	MD	Maryland
000002 SUN001	SUNSHINES HOMES, INC. 9350 W. GULFSTREAM DRIVE TAMPA, FL 33333-8825 US	UPS - Red	MD	Maryland
000001 TEN001	TENNESSEE SHELTERS-NASHVILLE 100 HWY 42 NASHVILLE, TN 54329-4736 US	UPS - Blue	TX	Texas
000002 TEN001	TENNESSEE SHELTERS-MEMPHIS 300 W. 37TH STREET MEMPHIS, TN 54338-4938 US	UPS - Blue	TX	Texas
000003 TEN001	TENNESSEE SHELTERS-CHATTANOOGA 9000 CO RD 4 CHATTANOOGA, TN 54897-2034 US	UPS - Blue	TX	Texas

End of Report

Ship-to Address Labels

Use the Ship-to Address Labels function to print 1-by-3½-inch mailing labels showing each customer's ID, ship-to ID, and address.

Ship-to Address Labels Screen

Select **Ship-to Address Labels** from the Master File Lists menu. The function screen appears.

Inquiry

1. Enter the range of customer IDs whose ship-to address labels you want to produce.

2. Enter the range of zip codes in which the ship-to addresses you want to print labels for are located.

3. If you want to print the ship via information on the labels, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. Select the order in which you want to print the labels.

5. Select the output device.

6. A line of *x*'s is printed so that you can align the labels. Then this prompt appears:

   Is form aligned?

   If the labels are not aligned, select **No** (or enter **N** in text mode) and adjust them. When the labels are aligned, select **Yes** (or enter **Y** in text mode) to produce them.

Sample ship-to address labels are at the end of this section.

After the labels are produced, the Master File Lists menu appears.

Ship-to Address Labels

KAN001000001 NORTH AMERICAN
KANSAS CITY GEODESIC HOMES
2382 WEST 53RD AVENUE
KANSAS CITY, MO 56666-5425 US

SUN001000001 UPS - Red
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI, FL 33333-9823 US

SUN001000002 UPS - Red
SUNSHINES HOMES, INC.
9350 W. GULFSTREAM DRIVE
TAMPA, FL 33333-8825 US

TEN001000001 UPS - Blue
TENNESSEE SHELTERS-NASHVILLE
100 HWY 42
NASHVILLE, TN 54329-4736 US

TEN001000002 UPS - Blue
TENNESSEE SHELTERS-MEMPHIS
300 W. 37TH STREET
MEMPHIS, TN 54338-4938 US

TEN001000003 UPS - Blue
TENNESSEE SHELTERS-CHATTANOOGA
9000 CO RD 4
CHATTANOOGA, TN 54897-2034 US

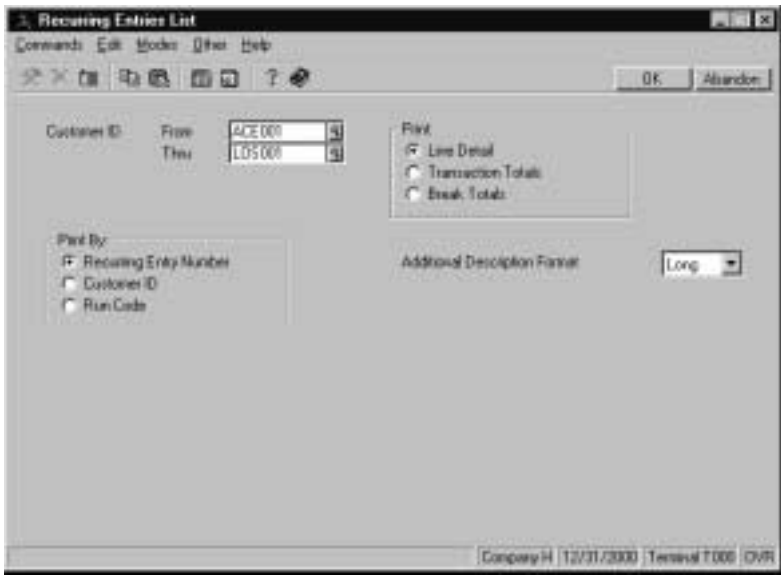
Recurring Entries List

Produce the Recurring Entries List after you set up recurring entries to make sure that everything is correct and to use as a reference when you copy recurring entries to the ARTDxxx and ARTHxxx (Transaction) files. Produce a new list each time you add, change, or delete recurring entries.

If you find incorrect transactions in the Recurring Entries List, use the Edit Recurring Entries option in the Recurring Entries function (see page 10-29) to correct them.

Recurring Entries List Screen

Select **Recurring Entries List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of customers whose recurring entries you want to include in the list.

2. Select the order in which you want to print the list.

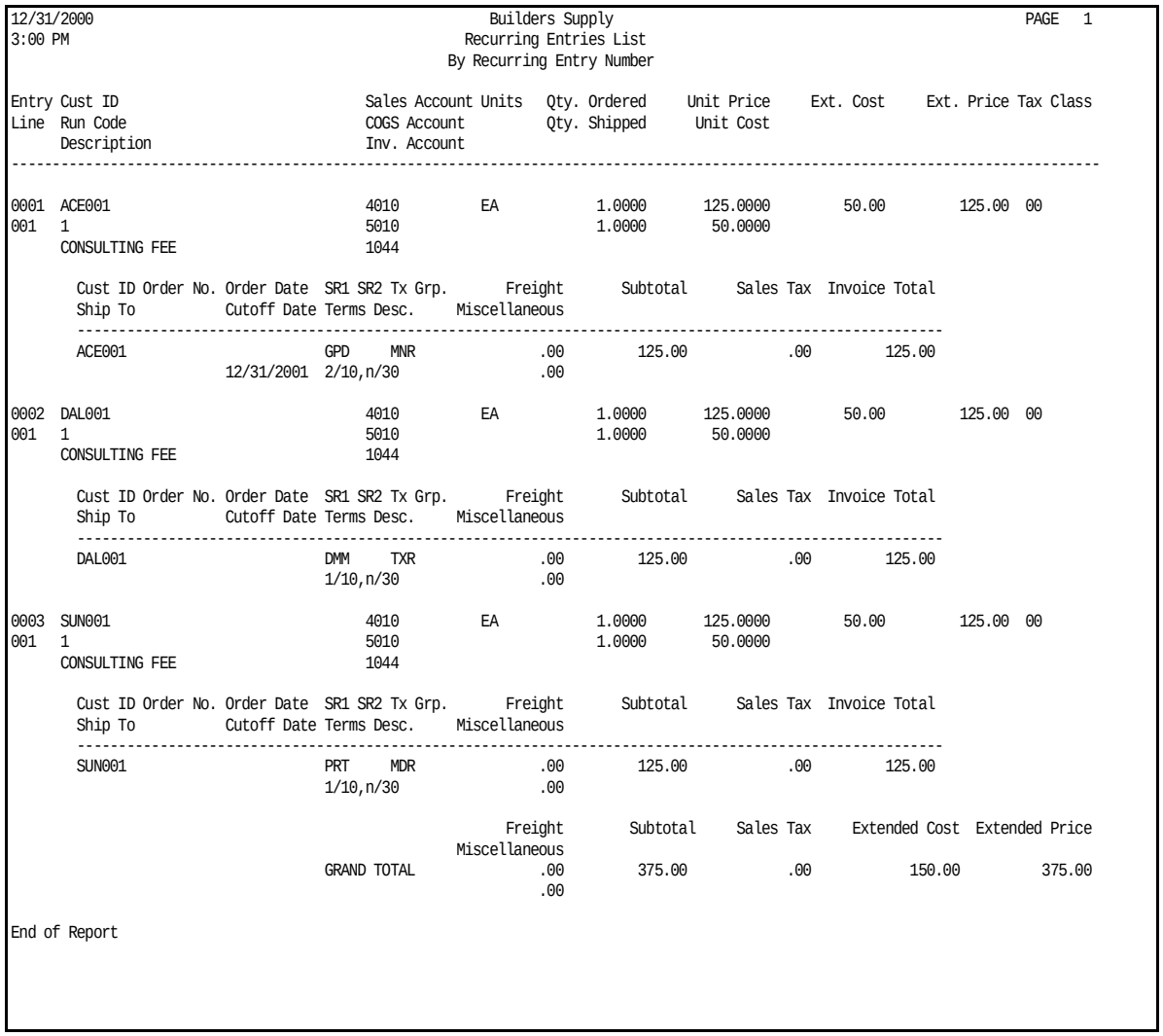
3. Select the amount of detail you want to include in the list. You can print a summary report with totals for the customer or run code only, a summary report with transaction totals only, or a detail report with all inventory information.

4. Select the output device.

A sample Recurring Entries List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Recurring Entries List



12/31/2000 Builders Supply PAGE 1
3:00 PM Recurring Entries List
By Recurring Entry Number

Entry Line	Cust ID / Run Code / Description	Sales Account / COGS Account / Inv. Account	Units	Qty. Ordered / Qty. Shipped	Unit Price / Unit Cost	Ext. Cost	Ext. Price	Tax Class
0001	ACE001	4010	EA	1.0000	125.0000	50.00	125.00	00
001	1	5010		1.0000	50.0000			
	CONSULTING FEE	1044						

Cust ID / Ship To	Order No. / Cutoff Date	Order Date / Terms	SR1 SR2 Tx / Desc.	Grp. / Miscellaneous	Freight	Subtotal	Sales Tax	Invoice Total
ACE001		12/31/2001	GPD MNR 2/10,n/30		.00 .00	125.00	.00	125.00

Entry Line	Cust ID / Run Code / Description	Sales Account / COGS Account / Inv. Account	Units	Qty. Ordered / Qty. Shipped	Unit Price / Unit Cost	Ext. Cost	Ext. Price	Tax Class
0002	DAL001	4010	EA	1.0000	125.0000	50.00	125.00	00
001	1	5010		1.0000	50.0000			
	CONSULTING FEE	1044						

Cust ID / Ship To	Order No. / Cutoff Date	Order Date / Terms	SR1 SR2 Tx / Desc.	Grp. / Miscellaneous	Freight	Subtotal	Sales Tax	Invoice Total
DAL001			DMM TXR 1/10,n/30		.00 .00	125.00	.00	125.00

Entry Line	Cust ID / Run Code / Description	Sales Account / COGS Account / Inv. Account	Units	Qty. Ordered / Qty. Shipped	Unit Price / Unit Cost	Ext. Cost	Ext. Price	Tax Class
0003	SUN001	4010	EA	1.0000	125.0000	50.00	125.00	00
001	1	5010		1.0000	50.0000			
	CONSULTING FEE	1044						

Cust ID / Ship To	Order No. / Cutoff Date	Order Date / Terms	SR1 SR2 Tx / Desc.	Grp. / Miscellaneous	Freight	Subtotal	Sales Tax	Invoice Total
SUN001			PRT MDR 1/10,n/30		.00 .00	125.00	.00	125.00

	Freight / Miscellaneous	Subtotal	Sales Tax	Extended Cost	Extended Price
GRAND TOTAL	.00 .00	375.00	.00	150.00	375.00

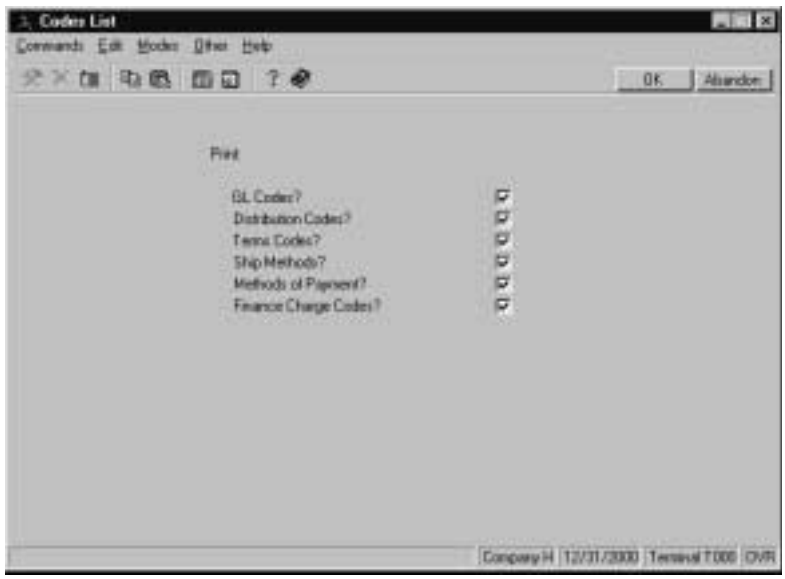
End of Report

Codes List

The Codes List is a reference of the codes used for sales/COGS account pairs, distribution codes, terms codes, and shipping methods codes. This information is entered in the DFxxxx table and the ARCDxxx (Codes) file; produce this list before you change information in either place.

Codes List Screen

Select **Codes List** from the Master File Lists menu. The function screen appears.



1. For each type of code, check the box (or enter **Y** in text mode) to include the code in the list, or uncheck the box (or enter **N** in text mode) to exclude it.

2. Select the output device.

A sample Codes List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Codes List

12/31/2000 Builders Supply Page 1
3:03 PM Codes List

GL Codes

Code	Description	Sales Account	COGS Account
C1	Contract Sales	402000	502000
R1	Retail Sales	401000	501000

Distribution Account Codes

ID	Description	Receivables	Sales Tax	Freight	Miscellaneous
01	Regular Customers	101000	203800	405000	801000
02	Credit Card Customers	101000	203800	405000	801000

Terms Codes

Code	Description	Type	Percent	Due Days	Net Due Days
1PCT	1/10,n/30	Reg	1.0	10	30
2PCT	2/10,n/30	Reg	2.0	10	30
5PCT	5/10,n/30	Reg	5.0	10	30

Shipping Methods

Code	Description
FED2	Federal Exp 2nd-Day
FEDO	Federal Exp Overnite

Methods of Payment Codes

ID	Description	Payment Type	Debit to GL Account	Pd-to-Date	Qtr-to-Date	Year-to-Date	Last Year
CHK	Check	2 Check	100000	279192.83	1241510.51	3437365.19	.00
COU	Coupons	5 Other	403000	.00	.00	.00	.00
CSH	Cash	1 Cash	100000	54409.72	370634.62	778417.78	.00
VIS	VISA	3 Credit Card	101000	.00	27373.61	358547.80	.00
W/O	Write-off to Bad Debt	4 Write Off	102000	.00	.00	.00	.00

Finance Charges

ID	Description	Percent	Minimum Charge	Open Invoice Days	Bal. Forward Days
UU	Finance charges	1.50	.00	30	30

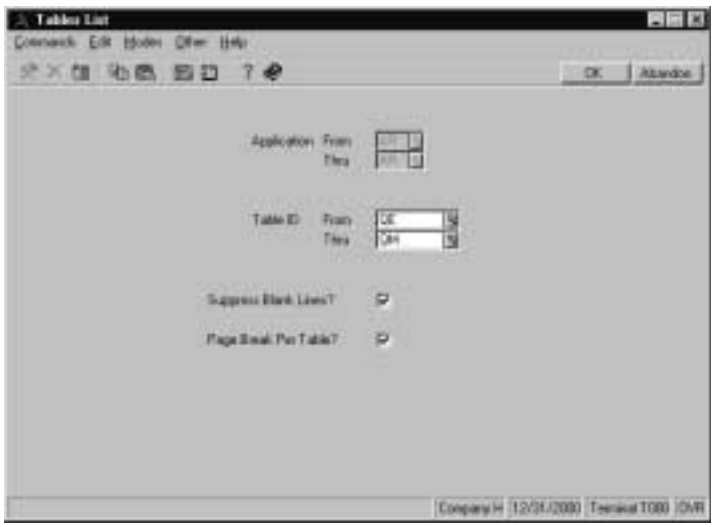
End of Report

Tables List

Produce the Tables List to get information from a particular Accounts Receivable table. This function is valuable if you plan to change a table and want a list to compare it against.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



AR is displayed as the application ID. You cannot change it.

Inquiry

1. Enter the range of table IDs whose information you want to include in the list.

2. Most tables do not hold information in all lines. If you want the list to include blank lines, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

3. If you want a page break between each table, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Tables List

```
12/31/2000                    Builders Supply                    Page    1
3:01 PM                         Tables List
                              Accounts Receivable

  Table ID ARGL       Description GL Accounts Table
  No. of Columns   2  Column Length   12    Type  A

 DESCRIPTION   G/L NUMBER
 ------------ ------------
 CASH RECPTS  1000
 DISCOUNTS    4040
 INVENTORY    1044
 FIN CHRG     8020


  Table ID ARPDH      Description AR Periods Table
  No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  # PERIODS/YR
 ------------ ------------ ------------
        12.00      1999.00        12.00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00

End of Report
```

Job Receivables 13

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Overview

There are four ways to bill for a job in Accounts Receivable. If you don't need to track retainage, you can use the standard OSAS **Transactions** function (see "Transactions" on page 13-3). The other three methods: AIA Invoicing, Job Invoicing, and Cost Plus Invoicing handle retainage amounts.

The AIA (American Institute of Architects) Invoicing functions include setting up a billing schedule, adding or editing existing application text that is printed on the application form, printing an invoice worksheet, and entering current applications. You can also print the application forms and journals and post applications to update customer information.

Use Job Invoicing functions to enter invoices for general jobs based on a fixed billing amount, to print invoices for which you have entered billing transactions, to print a record of Job Invoice transactions to be posted, and to create regular invoices and retainage invoices in the Open Invoice file.

The Cost Plus Invoicing functions include entering invoices for cost-plus work or work whose bill consists of a fixed amount plus a percentage of the cost of materials and labor. You can also print your cost plus invoices, create and record your cost plus invoice transactions for future reference and analysis, and post your cost plus invoices to Contractors' Job Cost and to other applications that may be interfaced to Contractors' Accounts Receivable.

Use the Job Receivables functions to produce a list of open invoices or a cash flow report with job IDs. The Job Open Invoice Report is a list of the invoices with job IDs. This report is valuable if you want to track the job-related bills you send as your jobs progress. The Job Cash Flow Report lists how much cash is due within five aging periods with job IDs.

Introduction

Several of the functions in this chapter appear on additional submenus available on the **Job Receivables** menu: **AIA Invoicing**, **Job Invoicing**, **Cost Plus Invoicing**, **Job Receivables Reports**. To access these functions, select the submenu from the **Job Receivables** menu and then select the function.

Set Up Schedule

The American Institute of Architects (AIA) Invoicing functions enable you to set up a billing schedule, add or edit existing text on the application form, print an invoice worksheet, enter current applications, print application forms and journals, and post applications.

Use the **Set Up Schedule** function to enter schedule, billing, tax, retainage, and terms code information for a job. The information you establish in this function is used when you enter AIA invoices.

Select the **Set UpSchedule** function from the **AIA Invoicing** submenu of the **Job Receivables** menu. The **Set Up Schedule** screen appears.

OSAS T000
Settings Edit Print Help
Set Up Schedule
Job ID P1-135 Description WESTERN OAKS LOT 5A
Customer SUNSHINE HOMES, INC. Customer ID SUNC01
Contract For SUNBELT HOMES
Architect Info. ROBERTS & ASSOCIATES 1400 GREENBRIAR, SUITE 610
HOUSTON, TEXAS 77034
Taxable? Y After Ret.? N Tax Grp TX Texas
Default: Tax Class 04 Sales Acct 402000
Retainage: Flexible % Code [ ] or Complete % [10.00], Material % [15.00]
Accumulated Retainage 784.75
Form # 1 Invoice Count 8 Last Invoice Date 04/04/2001
Terms Code 2PCT 2/10,n/30 Billing (C=Completed/O=Open)?
Bill ID CO Description Cl $ Scheduled $ Billed Mtrl. Str. % Comp.
Company H
Verify

Inquiry

1. Enter the ID of the job for which you want to set up a schedule. The job **Description** and **Customer ID** appear from the Jobs file. The **Customer** name appears from the Customer file.

2. Enter the contract information for the job ID in the **Contract For** field. This information is printed on the application form.

3. Enter the architect information for the job ID in the **Architect Info.** field. This information is printed on the application form.

4. Enter **Y** in the **Taxable?** field if any portion of the job is taxable. Enter **N** if the job is not taxable.

5. If part of the job is taxable, enter **Y** in the **After Ret.?** field if taxes are calculated after retainage is subtracted from the invoice amount. Enter **N** if taxes are calculated on the entire invoice amount including retainage.

Inquiry

6. Enter the tax location for this job in the **Tax Grp** field. Taxes are calculated based on a tax class you specify for each line item using percentages from the Tax Locations file.

Inquiry
Maint

7. Enter a **Default Tax Class** that appears when you enter line items. You can change this tax class in each line item.

Inquiry

8. Enter a default sales account in the **Sales Acct** field that appears when you enter line items. You can change this account in each line item.

9. Enter the information for calculating retainage. There are four methods that can be used for calculating retainage (see the "Calculating Retainage" section below).

10. Do not change the **Accumulated Retainage** amount. This amount appears from the Schedule Header file (ARJAx) and is updated as you post invoices.

11. Enter an AIA application text form number for this schedule in the **Form #** field. The text for this form is printed on the AIA invoice. You can have up to ten different form codes (0-9). Use the **Application Text** function on the **AIA Invoicing** menu to view or edit the application text.

The **Invoice Count** and **Last Invoice Date** fields for this job display information taken from the Schedule Header file (ARJAx). They are updated when you post invoices. You should not change the invoice count number because this is used as part of the invoice number.

12. The **Terms Code** field displays a terms code taken from the Customer file. Enter a different one if different terms apply to this invoice.

13. Enter **C** in the **Billing** field if billing is complete for this job. Enter **O** if the job is still open. When you print the Invoice Worksheet, you can choose to include closed jobs only, open jobs only, or both.

14. Use the **Proceed** (**OK**) command to save the schedule header. The information is stored in the Schedule Header file (ARJAx).

Calculating Retainage

There are four ways to calculate retainage: **Flexible % Code** method, **Complete %** method, **Material %** method, and the combination of **Complete %** and **Material %** method.

Flexible % Code Method

The **Flexible % Code** method uses the AIARy table. On the **Set Up Schedule** screen, in the **Flexible % Code** field, enter a code (*y*) that corresponds to the table you want to use for retainage calculations. A small table displays the percentages and limits set up for that table.

When you use this method, different amounts are retained based on the amount invoiced. For example, assume you are billing a customer $10,000 for a job and you enter **A** as the table you want to use to calculate retainage. The retainage on the first $5,000 is 15% which is $750. The retainage on the next $5,000 is 10% which is $500. The total retainage for the $10,000 invoice is $1,250.

Note

You cannot calculate retainage using the **Flexible % Code** method if any portion of this job is taxable and taxes are calculated after retainage.

Complete % Method

The second method for calculating retainage is based on a work completed percentage. The percent you enter is multiplied by each work completed billing amount in the line items entered for the job in the **Application Entries** function.

Materials % Method

The third method for calculating retainage is based on a percentage of materials stored. You enter the dollar amount of materials stored in the **Application Entries** function. The percent you enter here is multiplied by that amount to calculate retainage.

Complete % and Materials % Method

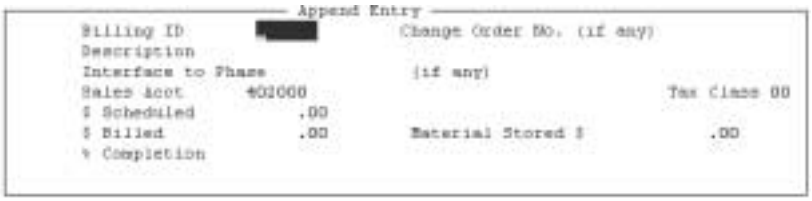
The fourth method is a combination of the second and third methods. You can enter a complete percentage and a material percentage to be used to calculate retainage for a job.

Line-Item Entry Screen

If line items don't exist for the information you defined on the **Set Up Schedule** screen, the line-item entry window appears.

The line-item entry window appears for one of three reasons:

- You are creating an invoice and have finished entering header information.
- You use the **Append** command on the Command Bar to add an item to the end of the list.
- You use the **Edit** command on the Command Bar to edit an item in the list. If you use this command, the line-item entry screen is titled **Edit Entry** instead of **Append Entry**.



1. If you are appending an entry, enter the **Billing ID** for the line item. You can enter up to six characters. Billing items within the schedule usually correspond to phases or segments of phases.
2. If you are appending an entry, enter a Change Order Number if there is one associated with this entry. Press **Enter** to skip this field.
3. Enter a **Description** for the billing item (up to 40 characters).

Inquiry

4. If you want to bill by phase, enter the phase ID with which the billing item is associated. If you enter a phase ID, the **Billed to Date** and **Last Bill Date** fields are updated in the phase record when you post AIA invoices.

If you press **Enter** to skip this field because, for example, you bill by job, the **Billed to Date** and **Last Bill Date** fields are updated in the job record when you post AIA invoices.

Inquiry

5. The sales account is taken from the schedule header. Press **Enter** to accept it.

Inquiry

6. The **Tax Class** is taken from the schedule header. Press **Enter** to accept it.

7. Enter the scheduled contract amount of the billing item in the **$ Scheduled** field.

8. If this is a new job, leave the **$ Billed** field blank. It is updated when you post AIA invoices with amounts entered in the **Application Entries** function.

   If you billed this customer prior to setting up the schedule in OSAS, enter the dollar amount billed here.

9. If this is a new job, leave the **Material Stored $** field blank. It is updated when you post AIA invoices with amounts entered in the **Application Entries** function.

   If you billed this customer prior to setting up the schedule in OSAS, enter the material dollar amount here.

10. The **% Completion** field is updated by the system when you post AIA Invoices. The percentage is calculated as the billed amount (which consists of work completed and stored materials) divided by the scheduled amount.

11. Use the **Proceed** (**OK**) command to save the entry. The information is stored in the Schedule Detail file (ARJBx).

Note

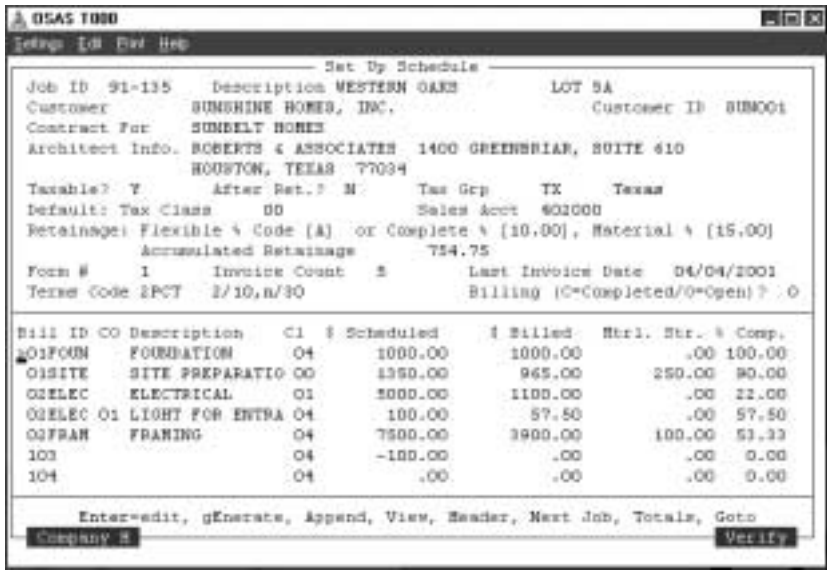
Entering a change order number here does not create a change order entry in the Change Order Transactions file.

Use the **Exit** (**F7**) command to exit the line item entry screen when you are finished.

Billing Information Screen

The scrolling region appears and the available commands are listed at the bottom of the screen.

Use the arrow keys to move to the billing with which you want to work. Then use the Command Bar commands described below to perform tasks.


OSAS 7000
Settings Edit Find Help
Set Up Schedule
Job ID 91-135 Description WESTERN OAKS LOT 9A
Customer SUNSHINE HOMES, INC. Customer ID SUNOO1
Contract For SUNBELT HOMES
Architect Info. ROBERTS & ASSOCIATES 1400 GREENBRIAR, SUITE 610
HOUSTON, TEXAS 77034
Taxable? Y After Ret.? N Tax Grp TX Texas
Default: Tax Class 00 Sales Acct 402000
Retainage: Flexible % Code [A] or Complete % [10.00], Material % [15.00]
Accumulated Retainage 754.75
Form # 1 Invoice Count 5 Last Invoice Date 04/04/2001
Terms Code 2PCT 2/10,n/30 Billing (C=Completed/O=Open)? O
Bill ID CO Description Cl $ Scheduled $ Billed Mtrl. Str. % Comp.
O1FOUN FOUNDATION O4 1000.00 1000.00 .00 100.00
O1SITE SITE PREPARATIO O0 1350.00 965.00 250.00 90.00
O2ELEC ELECTRICAL O1 5000.00 1100.00 .00 22.00
O2ELEC O1 LIGHT FOR ENTRA O4 100.00 57.50 .00 57.50
O2FRAM FRAMING O4 7500.00 3900.00 100.00 53.33
103 O4 -100.00 .00 .00 0.00
104 O4 .00 .00 .00 0.00
Enter=edit, gEnerate, Append, View, Header, Next Job, Totals, Goto
Company 8
Verify

Command Bar

Field	Description
Enter=edit	Press **Enter** to edit the line entry in detail.
gEnerate	If no line entries are on file for this schedule, press **E** to generate an entry for each Job/Phase available and the scheduled contract dollars from each of those records.

Field	Description
Append	If no line items are on file for this schedule, the **Append Entry** window appears. If line items do exist, they appear in the scrolling region. Press **A** to add an entry.
View	Press **V** to view the line entry in detail.
Header	Press **H** to move back into the header portion of the screen to make any changes and then use the **Proceed** (**OK**) command to return to the detail portion of the screen.
Next Job	Press **N** to edit, view, or create a schedule of entries for another job.
Totals	Press **T** to view the totals for all schedule entries for this job.

Application Text

Use the **Application Text** function to create, edit, and print AIA invoice text information. You can set up 10 different forms (0-9) that you can use to print AIA invoices. Form 0 and 1 are provided with Contractors' Job Cost.

Select **Application Text** from the **AIA Invoicing** submenu of the **Job Receivables** menu. A blank **Application Text** screen appears.

OSAS T000
Application Text
Form # 0
Command (D=Display, P=Print, E=Edit)
E
Screen # 1
The undersigned Contractor certifies that the best of the Contractor's knowle
Application for Payment has been completed in accordance with the Contract Do
Contractor for Work for which previous Certificates for Payment were issued a
payment shown herein is now due.
Contractor:
State of
Subscribed and swo
Notary Public:
By:
Date:
My Commission expi
Architect's Certificate for Payment
In accordance with the Contract documents, based on on-site observations and
Architect certifies to the Owner that to the best of the Architect's knowledg
indicated, the quality of the Work is accordance with the Contract Documents,
Amount Certified.
Architect:
Company #
Verify

1. Enter the form number with which you want to work. If you are setting up a new form, you can copy it from an existing one. You can have up to 10 forms (0-9).

2. Select the type of action you want to perform:

    - Enter **D** to display the form.
    - Enter **E** to display and edit the form.
    - Enter **P** to print the text.

In the edit or display modes, use the arrow keys to move between lines of text.

Use the **Tab** key to move from one end of a line to another.

Use the **Proceed** (**OK**) command to save any changes when editing.

Invoice Worksheet

Use the **Invoice Worksheet** function to plan completed amounts retained, material amounts retained, and total amounts retained for each phase of a job. Use the information in the **Application Entries** function.

Select **Invoice Worksheet** from the **AIA Invoicing** submenu of the **Job Receivables** menu. The **Invoice Worksheet** screen appears.

Inquiry

1. Define the **Job ID** and the **Invoice Form** information you want to view. For more information on how to select ranges, see “Selecting a Range of Information” on page 1-59.

2. Select the job type to include:

   - **Completed Jobs** includes jobs with actual finish dates.
   - **Open Jobs** includes jobs with actual start dates but no actual finish dates.
   - **All of the Above** includes both completed and open jobs.

3. Enter **1** to view a detail invoice worksheet which includes all jobs and phases; otherwise, enter **2** to view a summary invoice worksheet which only includes job totals.

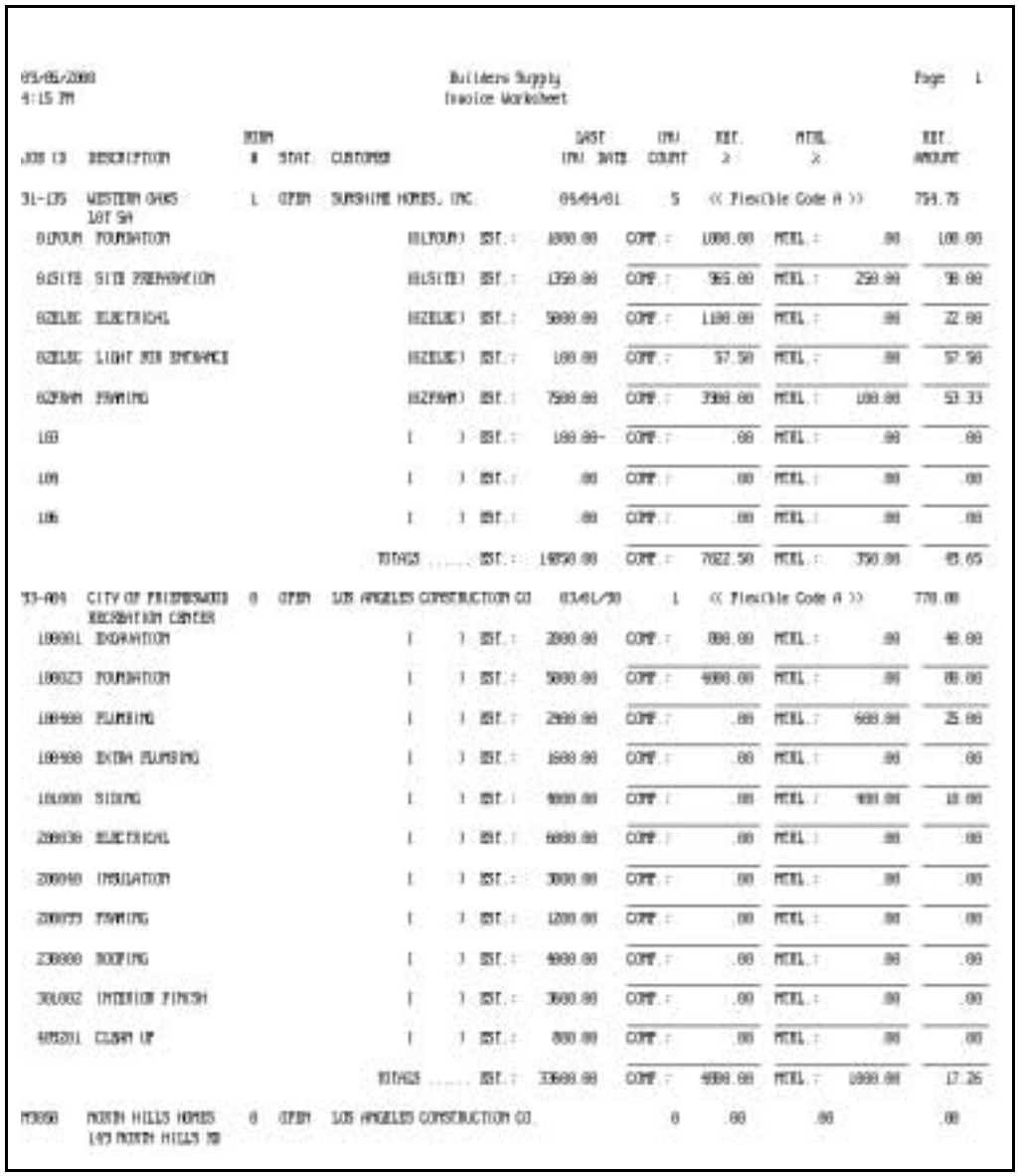
4. Enter **Y** to print each job on a separate page; otherwise, enter **N** to print one continuous page of information.

5. Select how you want to output the report. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the report is produced, the **AIA Invoicing** menu appears.

A sample Invoice Worksheet is shown below.

Invoice Worksheet



05/05/2000 Builders Supply Page 1
4:15 PM Invoice Worksheet

JOB ID	DESCRIPTION	ITEM #	STAT	CUSTOMER			LAST INV DATE	INV COUNT	RET. %	RETG. %		RET. AMOUNT
31-135	WESTERN OAKS LOT 54	1	OPEN	SUNSHINE HOMES, INC.			05/04/01	5	<< Flexible Code A >>			759.75
01FOUN	FOUNDATION				(01FOUN)	EST.:	1000.00	COMP.:	1000.00	MTRL.:	.00	100.00
01SITE	SITE PREPARATION				(01SITE)	EST.:	1350.00	COMP.:	965.00	MTRL.:	250.00	98.00
02ELEC	ELECTRICAL				(02ELEC)	EST.:	5000.00	COMP.:	1100.00	MTRL.:	.00	22.00
02ELEC	LIGHT FOR ENTRANCE				(02ELEC)	EST.:	100.00	COMP.:	97.50	MTRL.:	.00	97.50
02FRAM	FRAMING				(02FRAM)	EST.:	7500.00	COMP.:	3300.00	MTRL.:	100.00	53.33
100					( )	EST.:	100.00-	COMP.:	.00	MTRL.:	.00	.00
109					( )	EST.:	.00	COMP.:	.00	MTRL.:	.00	.00
186					( )	EST.:	.00	COMP.:	.00	MTRL.:	.00	.00
				TOTALS		EST.:	14950.00	COMP.:	7022.50	MTRL.:	350.00	45.65
33-404	CITY OF FRIENDSWOOD RECREATION CENTER	0	OPEN	LOS ANGELES CONSTRUCTION CO			03/01/30	1	<< Flexible Code A >>			770.00
100001	EXCAVATION				( )	EST.:	2000.00	COMP.:	800.00	MTRL.:	.00	40.00
100023	FOUNDATION				( )	EST.:	5000.00	COMP.:	4000.00	MTRL.:	.00	80.00
100400	PLUMBING				( )	EST.:	2400.00	COMP.:	.00	MTRL.:	600.00	25.00
100400	EXTRA PLUMBING				( )	EST.:	1600.00	COMP.:	.00	MTRL.:	.00	.00
101000	SIDING				( )	EST.:	9000.00	COMP.:	.00	MTRL.:	900.00	10.00
200030	ELECTRICAL				( )	EST.:	6000.00	COMP.:	.00	MTRL.:	.00	.00
200040	INSULATION				( )	EST.:	3000.00	COMP.:	.00	MTRL.:	.00	.00
200073	FRAMING				( )	EST.:	4200.00	COMP.:	.00	MTRL.:	.00	.00
230000	ROOFING				( )	EST.:	4000.00	COMP.:	.00	MTRL.:	.00	.00
301002	INTERIOR FINISH				( )	EST.:	3600.00	COMP.:	.00	MTRL.:	.00	.00
405201	CLEAN UP				( )	EST.:	800.00	COMP.:	.00	MTRL.:	.00	.00
				TOTALS		EST.:	33600.00	COMP.:	4800.00	MTRL.:	1000.00	17.26
P3000	NORTH HILLS HOMES LOT3 NORTH HILLS RD	0	OPEN	LOS ANGELES CONSTRUCTION CO				0	.00		.00	.00

Application Entries

Use the **Application Entries** function to enter AIA invoice items.

Select **Application Entries** from the **AIA Invoicing** submenu on the **Job Receivables** menu. The **Application Entries** screen appears.

OSAS T000
Setup Edit Run Help
Application Entries
Job ID 91-135 Description WESTERN OAKS LOT 5A
Customer SUNSHINE HOMES, INC.
JTD Retainage 754.75 Invoice Count 5
Invoice No. [91-13306]
Invoice Date [09/02/2001]
Retainage %: Flexible % Code [A]
or Complete % [10.00] Material % [15.00]
Billing Period [TEST]
GL Period [09]
Final Billing? [N]
On Hold? [N]
Bill ID CO Desc. Scheduled Previous Billed Current Invoice %
Company #
Verify

Inquiry

1. Enter the **Job ID**. The job description is taken from the Jobs file (CJBSxxx).

   The **Customer**, **JTD** (job-to-date) **Retainage**, and **Invoice Count** field defaults are taken from the Schedule Header file (ARJAx).

2. The system automatically generates an invoice number that is a combination of the Job ID and the next invoice count. Press **Enter** to accept it or enter a different number.

3. The system date appears as the **Invoice Date**. Press **Enter** to accept the date or enter a new one.

4. The **Retainage %** fields are taken from the Schedule Header file. Enter different percentages or press **Enter** to accept them. If you want to invoice a customer for all amounts retained, leave all the percentage fields blank. For more information on calculating retainage methods, see "Calculating Retainage" on page 13-7.

5. Enter a description of the **Billing Period** for the invoice.

   The **GL Period** appears based on the invoice date and the period set up in Resource Manager.

6. Enter **Y** if this is the final billing for the job. If you bill by job, the actual finish date in the job record is updated in the Jobs file when this invoice is posted.

   If you bill by phase in the line items, the actual finish date in the phase record is updated in the Jobs file when this invoice is posted.

7. Enter **Y** to put this invoice on hold. If an invoice is on hold, it will not be posted.

8. Use the **Proceed** (**OK**) command to save the information. It is stored in the header record of the AIA Invoice file (ARJCX).

The billing line items appear in the scrolling region. The information comes from the Schedule Detail file. The available commands are listed at the bottom of the screen.

Use the arrow keys to move to the item with which you want to work. Then use the Command Bar commands to perform tasks.

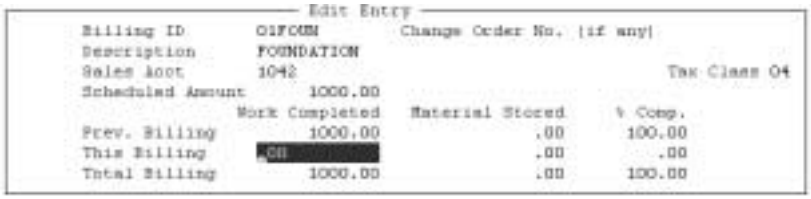
Command Bar

Field	Description
Enter = edit	Press **Enter** to add billing amounts. You cannot change any fields except the **This Billing** and **Total Billing** fields of the screen.
View	Press **V** to view the detail for a Billing ID. You cannot change this information.
Header	Press **H** to go back to the invoice header.
Next Job	Press **N** to enter invoice information for another job.
Totals	Press **T** to view the totals information.
GoTo	Press **G** to go to a particular billing item.

Line-Item Entry Screen

The line-item entry window appears for one of three reasons:

- You are creating an invoice and have finished entering header information.
- You use the **Append** command on the Command Bar to add an item to the end of the list.
- You use the **Edit** command on the Command Bar to edit an item in the list. If you use this command, the line-item entry screen is titled **Edit Entry** instead of **Append Entry**.



1. Enter the billing amounts for the work completed and any materials stored. You cannot bill for more than the scheduled amount. Retainage is calculated on the amounts you enter here based on the percentages or flexible code you entered on the header. The total billing amounts and percent complete are calculated.

2. Use the **Proceed** (**OK**) command to save the information. It is stored in the AIA Invoice file (ARJCx).

Use the **Exit** (**F7**) command to leave the line item entry screen and to go to the scrolling region.

Totals Screen

When you press **T** to view the **Totals** window from the Line-Item screen command bar, the **Totals** screen appears. Press any key to return to the Line-Item screen.

Totals
Description TOTAL OF 8 TRANSACTION(S)
Scheduled Amount 14850.00
Work Completed Material Stored % Comp.
Prev. Billing 7022.50 350.00 49.65
This Billing 100.00 .00 .67
Total Billing 7122.50 350.00 50.32
Total Completed & Stored To Date 7472.50
Less Amount Retained 997.25
Less Previous Applications ... 6617.75
Amount of This Application ..... -142.50
Total Tax 4.00
Total Application After Tax ..... -138.50
Press any key ...

Saving and Exiting

Use the **Exit** (**F7**) command to exit the **Application Entries** screen and return to the **AIA Invoicing** menu.

Application Forms

Use the **Application Forms** function to produce AIA invoices. The company information that is printed on the form appears at the bottom of the screen.

Select **Application Forms** from the **AIA Invoicing** submenu on the **Job Receivables** menu. The **Application Forms** screen appears.

Inquiry

1. Define the **Job ID** range you want to view. For more information on how to select ranges, see “Selecting a Range of Information” on page 1-59.

2. Select the invoice types to include: **On Hold Only** includes only held invoices, **Released Only** includes only released invoices, or **Both** includes both held and released invoices.

3. Select **Detail** to view detailed AIA invoices or select **Summary** to view summarized invoices. Summarized invoices do not include the application text.

4. Enter the number of copies of the form you want to produce.

5. Select how you want to output the report. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the report is produced, the **AIA Invoicing** menu appears.

A sample Application for Payment Form is shown below.

Application for Payment Form

Application for Payment

TO : SUNSHINE HOMES, INC.
2000 OCEAN BOULEVARD
MIAMI FL 33133-4333

PROJECT: WESTERN OAKS
LOT 59
JOB ID: 94-135
INVOICE #: 94-1868 INVOICE DATE: 05/02/2001
APPLICATION #: 06
BILLING PERIOD: TEST

FROM: Builders Supply
1357 Valley Park Dr
Shakopee MN 55379

VIA ARCHITECT: ROBERTS & ASSOCIATES 1400 GREENWAY, SUITE 610
HOUSTON, TEXAS 77035
CONTRACT FOR: SUNBELT HOMES
CONTRACT DATE: 04/15/1991

STATEMENT OF CONTRACT ACCOUNT:

1. ORIGINAL CONTRACT AMOUNT	$	14,750.00	
2. APPROVED CHANGES (TEST) (ADD/DEDUCT)	$	300.00	
3. ADJUSTED CONTRACT AMOUNT		$	14,050.00
4. VALUE OF WORK COMPLETED TO DATE	$	7,005.00	
5. VALUE OF APPROVED CHANGE ORDERS COMPLETED TO DATE	$	57.50	
6. MATERIAL STORED ON SITE	$	350.00	
7. TOTAL (4 + 5 + 6)		$	7,472.50
8. LESS AMOUNT RETAINED (SEE NOTE 1)		$	597.25
9. TOTAL LESS RETAINAGE		$	6,675.25
10. LESS PREVIOUS APPLICATIONS		$	5,667.75
11. AMOUNT OF THIS APPLICATION		$	1,142.50
Plus Tax Items #0 at 4.000% TAX BEFORE DST		$	4.00
11a. TOTAL APPLICATION AFTER TAX		$	1,130.50
12. BALANCE TO FINISH, INCLUDING RETAINAGE		$	8,374.75

The undersigned Contractor certifies that the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amount have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor:

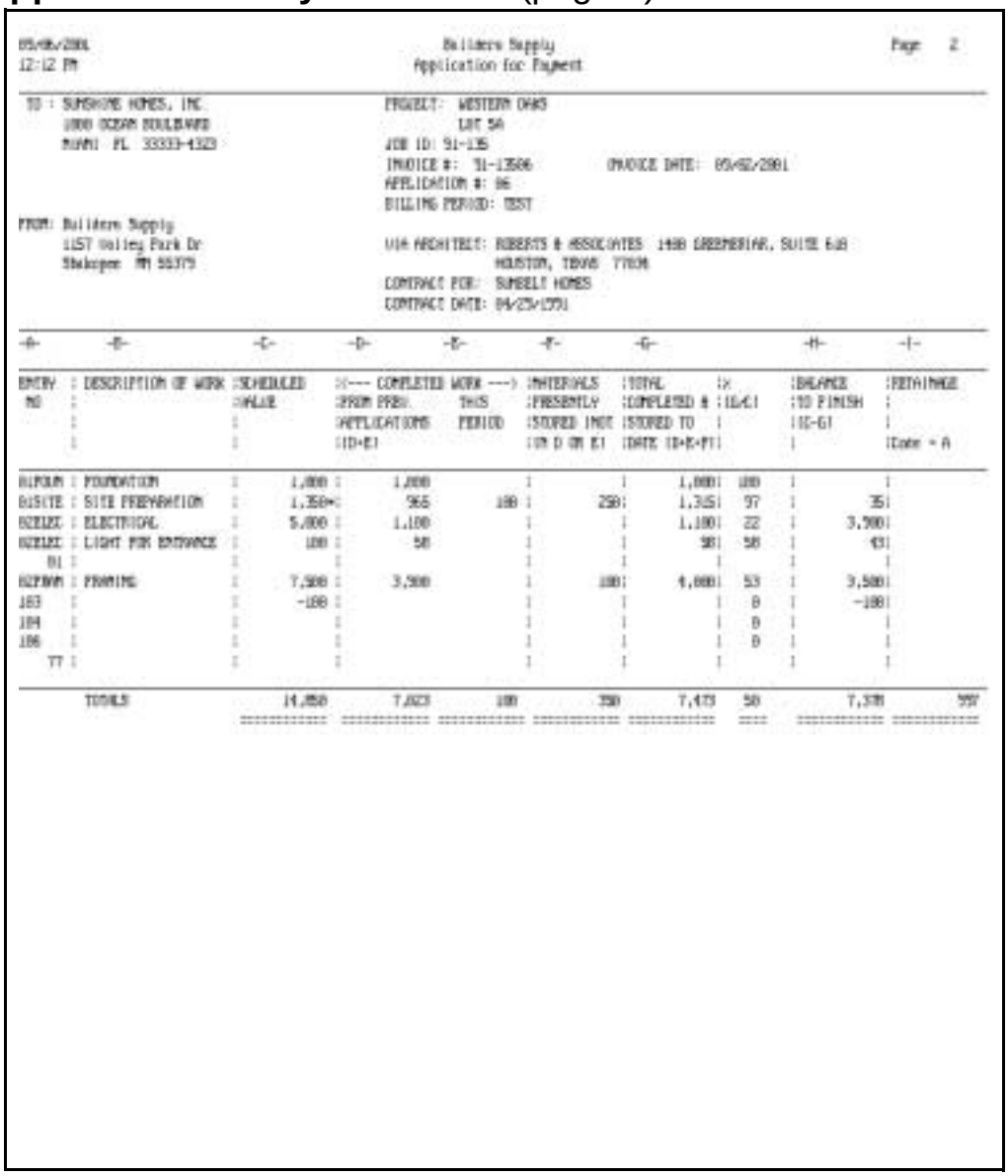
State of County of
Subscribed and sworn to before me this day of ,19
Notary Public:
By: _____ Date: _____ My Commission expires:

Architect's Certificate for Payment
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Architect:

By: _____ Date: _____
This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application for Payment Form (page 2)



05/08/2001 Builders Supply Page: 2
12:12 PM Application for Payment

TO : SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI FL 33333-4323

PROJECT: WESTERN OAKS
LOT 5A
JOB ID: 91-135
INVOICE #: 91-13506 INVOICE DATE: 05/02/2001
APPLICATION #: 06
BILLING PERIOD: EST

FROM: Builders Supply
1157 Valley Park Dr
Shakopee MN 55379

VIA ARCHITECT: ROBERTS & ASSOCIATES 1400 GREENBRIAR, SUITE 640
HOUSTON, TEXAS 77026
CONTRACT FOR: SUNBELT HOMES
CONTRACT DATE: 04/25/1991

-A-	-B-	-C-	-D-	-E-	-F-	-G-		-H-	-I-
ENTRY NO	DESCRIPTION OF WORK	SCHEDULED VALUE	COMPLETED WORK FROM PREV. APPLICATIONS (D+E)	COMPLETED WORK THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED & STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE Date = A
01FOUN	FOUNDATION	1,000	1,000			1,000	100		
01SITE	SITE PREPARATION	1,350	965	100	250	1,315	97	35	
02ELEC	ELECTRICAL	5,000	1,100			1,100	22	3,900	
02ELEC	LIGHT FOR ENTRANCE	100	50			50	50	43	
01									
02FRAM	FRAMING	7,500	3,500		100	4,000	53	3,500	
103		-100					0	-100	
104							0		
106							0		
TT									
	TOTALS	14,850	7,023	100	350	7,473	50	7,378	397

Applications Journal

Use the **Applications Journal** function to print AIA invoice information before posting. If you find mistakes, use the **Application Entries** function to edit the invoices.

Select **Applications Journal** from the **AIA Invoicing** submenu on the **Job Receivables** menu. The **Applications Journal** screen appears.

Inquiry

1. Define the **Job ID** range you want to view. For more information on how to select ranges, see “Selecting a Range of Information” on page 1-59.

2. Select the invoice types to include:

   - **On Hold Only** includes only held invoices
   - **Released Only** includes only released invoices
   - **Both** includes both held and released invoices.

3. Select how much detail you want to include: **Detail** prints a detailed AIA journal, including job and phase information, while **Summary** prints a summarized journal that whos job totals only.

4. Enter **Y** to print each invoice on a separate page or enter **N** to print one continuous page of information.

5. Select how you want to output the report. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the report is produced, the **AIA Invoicing** menu appears.

A sample Detail Applications Journal is shown below.

Detail Applications Journal

11/07/2001 Builders Supply Page 1
11:16 AM Applications Journal

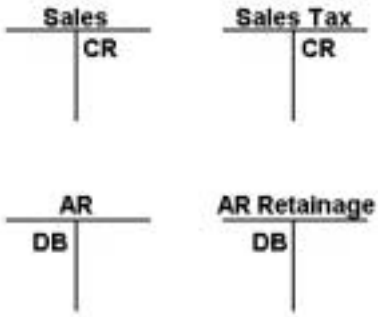
TO : SUNSHINE HOMES, INC. PROJECT: WESTERN OAKS
1000 OCEAN BOULEVARD LOT 59
MIAMI FL 33333-6323 JOB NO. : 91-135 RETAINAGE METHOD: Comp. % - 10.00% Mtrl % - 15.00%
INVOICE #: 91-13500 DATE: 10/11/1990 TERMS: 2/10,n/30
APPLICATION #: 06 TAX: GROUP-CA Taxable before Retainage
BILLING PERIOD: TEST 02 PERIOD: 10

ENTRY	CD	DESCRIPTION OF WORK	SALES GL	CI	PREV. APP.	CUR. COMP.	MATERIALS	TOTAL APP.	RETAINAGE
00#000		FOUNDATION	1042	0	1,000.00	.00	.00	1,000.00	100.00
00#001		SITE PREPARATION	1010	0	1,215.00	100.00	.00	1,315.00	144.00
00#002		ELECTRICAL	5999	0	1,100.00	.00	.00	1,100.00	110.00
00#003	01	LIGHT FOR ENTRANCE	4010	0	57.50	.00	.00	57.50	5.75
00#004		FRAMING;	4020	0	4,000.00	.00	.00	4,000.00	405.00
103			4023	0	.00	.00	.00	.00	.00
104			4023	0	.00	.00	.00	.00	.00
106	77		4022	0	.00	.00	.00	.00	.00
		TOTALS			7,372.50	100.00	.00	7,472.50	764.75
		PREVIOUS AMOUNT						7,372.50	754.75
		CURRENT APPLICATION						100.00	10.00
		CURRENT APPLICATION (AFTER RETAINAGE)						90.00	
		PLUS TAX CLASS 00 OF 4.00% TAX BEFORE RET.						4.00	
		CURRENT APPLICATION (AFTER TAX)						94.00	

Separate invoices for retained amounts are posted to the Open Invoice file with invoice number Rt*xxxxxx* where *xxxxxx* is the Job ID. The retained amount in the Customer file is also updated during the post.

When you post an invoice with retainage, the sales account specified in the Application Entries line item is credited for the entire amount billed.

The accounts receivable account specified in the distribution code for each customer is debited for the invoice amount less retainage. The AR Retainage account specified in the ARGLx table is debited for the retained amount.



The sales tax account is specified in the Tax Locations file.

When you post a retainage invoice, the accounts receivable account specified in the distribution code for the customer is debited for the invoice amount. The accounts receivable retainage account specified in the ARGLx table is credited.

Select **Post Applications** from the **AIA Invoicing** submenu on the **Job Receivables** menu. The **Post Applications Journal** screen appears.

1. If you have backed up your data files, enter **Y**; if not, enter **N**. If you haven't backed up your files, do so before posting. See "Before Posting" on page 13-34 for more information.

2. Select the fiscal year to which you want to post. If Accounts Receivable does not interface with General Ledger or if you did not create last-year data in General Ledger, you must post to the current year.

   If Accounts Receivable interface with General Ledger and you have created last-year data in General Ledger, select the fiscal year to which you want to post the journal entries. You can post to the current-year GLJRxxx file or to the last-year GLJRxxx file.

3. If you want to age all customers, enter **Y**; if not, enter **N**.

If you select not to age all customers, the system does not make any aging adjustments.

If you elect to age all customers, the customer aging buckets can be updated in one of three ways. If you printed invoices, the invoice date entered in the **Print Invoices** function serves as the basis for aging. If you did not print invoices, the invoice header date serves as the basis for aging.

If you did not enter an invoice number (and therefore no invoice date), the post date—the system date when you use this function—serves as the basis for aging.

4. Select how you want to output the report. For more information on how to select an output device, see “Output the Report” on page 1-60.

After posting is completed and the log is printed, the **AIA Invoicing** menu appears.

A sample posting log is shown below.

Post Applications Log

07/20/2001 Builders Supply Page 1
11:15 AM Post Applications
Terminal: 3000
Posted to CURRENT YEAR (2001)

TOTAL POSTED TO USER INVOICE FILE 19050.00
CUSTOMER FILE 19050.00
INVOICE/CUSTOMER RETAINAGE 1000.00
JOB COST JOBS FILE 20050.00

TRANSACTIONS POSTED TO GL PERIOD 7

DESCRIPTION	GL ACCOUNT	REFERENCE	DEBIT	CREDIT
AR	102000	AR	19050.00	
RETAINAGE	104300	AR	1000.00	
SALES	401000	AR		20050.00
PERIOD 7 BALANCE			19050.00	20050.00
TOTAL GL POSTINGS			19050.00	20050.00

*** End of Report ***

Job Invoice Entries

Use the Job Invoicing functions to enter invoices for general jobs based on a fixed billing amount.

Select **Job Invoice Entries** from the **Job Invoicing** submenu on the **Job Receivables** menu. The **Job Invoice Entries** header screen appears.

Inquiry

1. Enter the **Job ID** you are billing.

   The **Description** and **Customer ID** defaults come from the Jobs (CJBSxxx) file. The **Customer** name and **Address** defaults come from the Customer (ARCUxxx) file.

2. Enter an invoice number. It is required.

3. The **Invoice Date** default is the workstation date. Press **Enter** to accept it or enter a different one.

4. The **GL Period** default is based on the invoice date previously entered. Press **Enter** to accept it or change it.

5. You can enter a **Reference** for this invoice (up to 20 characters) to print on the invoice.

6. Enter **Y** if the invoice will be taxed. Enter **N** if the invoice will not be taxed.

7. The **After Ret.?** field is only available for taxable invoices. Enter **Y** to have taxes calculated after retainage amounts are subtracted or **N** to have taxes calculated with the full invoice amount.

Inquiry **Maint**

8. The **Tax Location** default comes from the Customer file. Press **Enter** to accept it.

9. If you are entering a retainage invoice, enter **Y** in the **Ret. Invoice?** field. The **Retainage %** field is skipped. If this is a regular invoice, enter **N** and then enter the retainage percentage. This percentage is multiplied by the total billing amount for the invoice to calculate retainage.

Inquiry **Maint**

10. The **Terms Code** default comes from the Customer file. Press **Enter** to accept it.

11. Enter **Y** in the **Final Billing** field when the job is finished. When you post job invoices, the Actual Finish Date is updated in the Jobs file. If you bill by phase, the Actual Finish Date is updated in the phase record. If you bill by job, the Actual Finish Date is updated in the job record.

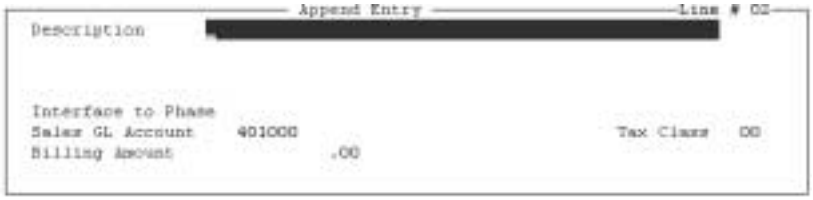
12. Use the **Proceed** (**OK**) command to save the header information. It is stored in the header record of the Job Invoice file (ARJDx).

    If no line items exist for this invoice, the line-item entry box appears.

Line-Item Entry Screen

The line-item entry window appears for one of three reasons:

- You are creating an invoice and have finished entering header information.
- You use the **Append** command on the Command Bar to add an item to the end of the list.
- You use the **Edit** command on the Command Bar to edit an item in the list. If you use this command, the line-item entry screen is titled **Edit Line** instead of **Append Line**.



1. Enter a description for the line item (up to 50 characters).

Inquiry

2. If you want to bill by phase, enter the Phase ID with which the billing item is associated. If you enter a Phase ID, the **Billed to Date** and **Last Bill Date** fields are updated in the phase record when you post job invoices.

   Press **Enter** to bill by job. The **Billed to Date** and **Last Bill Date** fields are updated in the job record when you post job invoices.

3. Enter the **Sales GL Account** number, **Tax Class**, and **Billing Amount** for this line item.

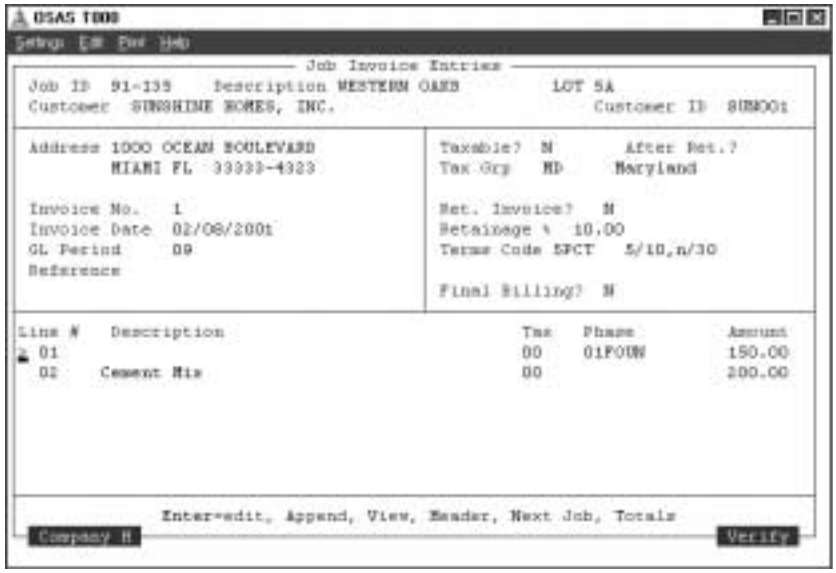
4. If this is a retainage invoice, enter the retainage amount in the **Billing Amount** field.

5. Use the **Proceed** (**OK**) command to save your entry. The information is stored in the detail record of the Job Invoice file (ARJDx).

Use the **Exit** (**F7**) command to go to the scrolling region when you are finished entering line items.

Scrolling Region Commands

The scrolling region appears and the available commands are listed at the bottom of the screen.



Use the arrow keys to move to the item with which you want to work. Then use the Command Bar commands to perform tasks.

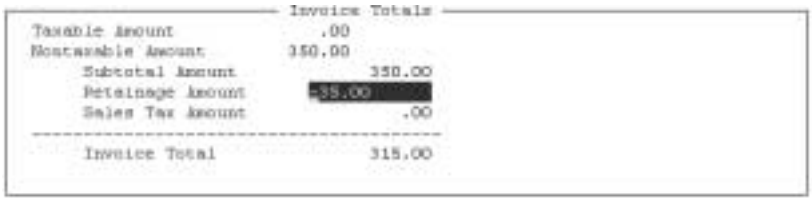
Command Bar

Field	Description
Enter=edit	Press **Enter** to edit the line entry in detail.

Field	Description
Append	If no line items are on file for this schedule, the **Append Entry** window appears. If line items do exist, they appear in the scrolling region. Press **A** to add an entry.
View	Press **V** to view the line entry in detail.
Header	Press **H** to move back into the header portion of the screen to make any changes and then use the **Proceed** (**OK**) command to return to the detail portion of the screen.
Next Job	Press **N** to edit, view, or create a schedule of entries for another job.
Totals	Press **T** to view the totals for all schedule entries for this job.

Totals Screen

When you press **T** to view the **Totals** window, this window appears. Change or verify the information before exiting the **Job Invoice Entries** screen.



Use the **Exit** (**F7**) command to exit the **Job Invoice Entries** screen and return to the **Job Invoicing** menu.

Print Job Invoices

Use the **Print Job Invoices** function to print invoices for which you entered billing transactions.

Select **Print Job Invoices** from the **Job Invoicing** submenu on the **Job Receivables** menu. The **Print Job Invoices** screen appears.

1. Define the **Job ID** range you want to view. For more information on how to select ranges, see “Selecting a Range of Information” on page 1-59.

2. Enter a **Message** (up to 40 characters) you want printed on all invoices.

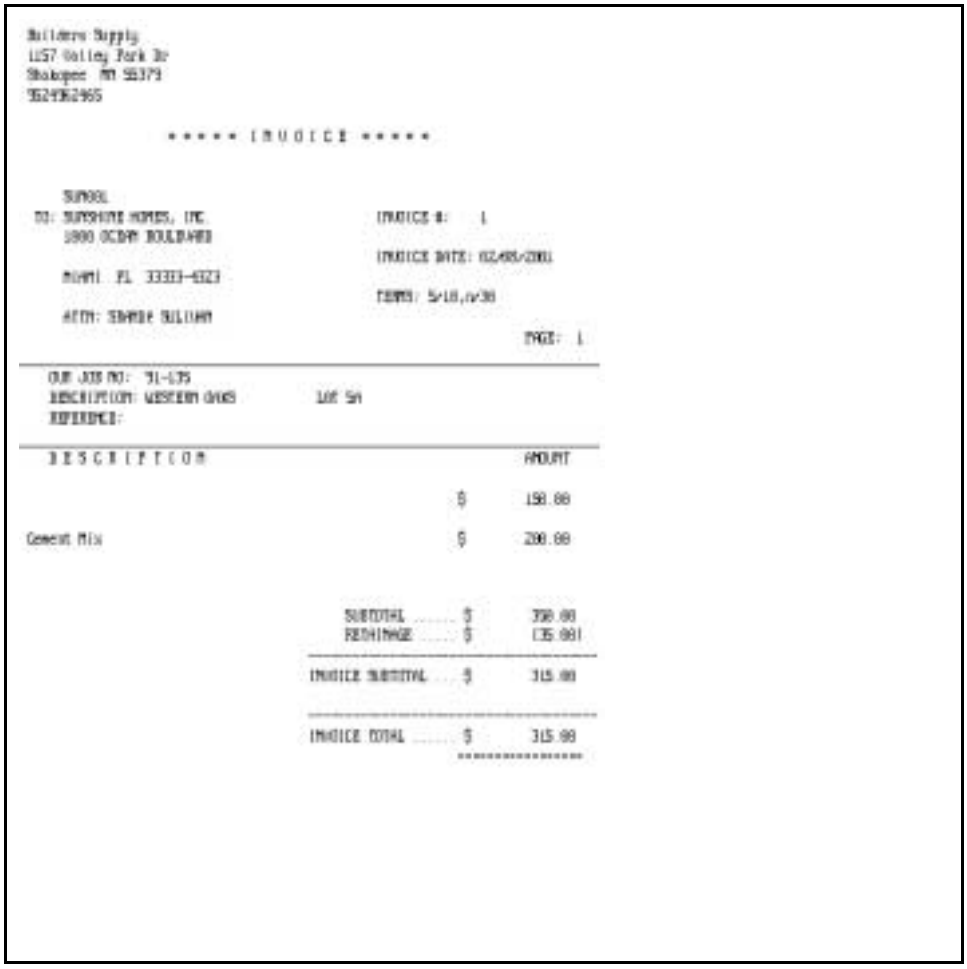
3. Enter **Y** to print the company heading on the form; otherwise, enter **N**.

4. Select how you want to output the report. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the report is produced, the **Job Invoicing** menu appears.

A sample Job Invoice Form is shown below.

Job Invoice From



Builders Supply
1157 Valley Park Dr
Shakopee MN 55379
5529362965

***** INVOICE *****

SUNSHI
TO: SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD

MIAMI FL 33333-4323

ATTN: SANDRA SULLIVAN

INVOICE #: 1

INVOICE DATE: 02/05/2001

TERMS: 5/10,n/30

PAGE: 1

OUR JOB NO: 31-135
DESCRIPTION: WESTERN OAKS LOT 5A
REFERENCE:

DESCRIPTION		AMOUNT
	$	150.00
Cement Mix	$	200.00
SUBTOTAL	$	350.00
RETAINAGE	$	(35.00)
INVOICE SUBTOTAL	$	315.00
INVOICE TOTAL	$	315.00

Job Invoices Journal

Use the **Job Invoices Journal** function to print a record of Job Invoice transactions to be posted.

Select **Job Invoices Journal** from the **Job Invoicing** submenu. The **Job Invoices Journal** screen appears.

1. Define the **Job ID** range you want to view. For more information on how to select ranges, see “Selecting a Range of Information” on page 1-59.

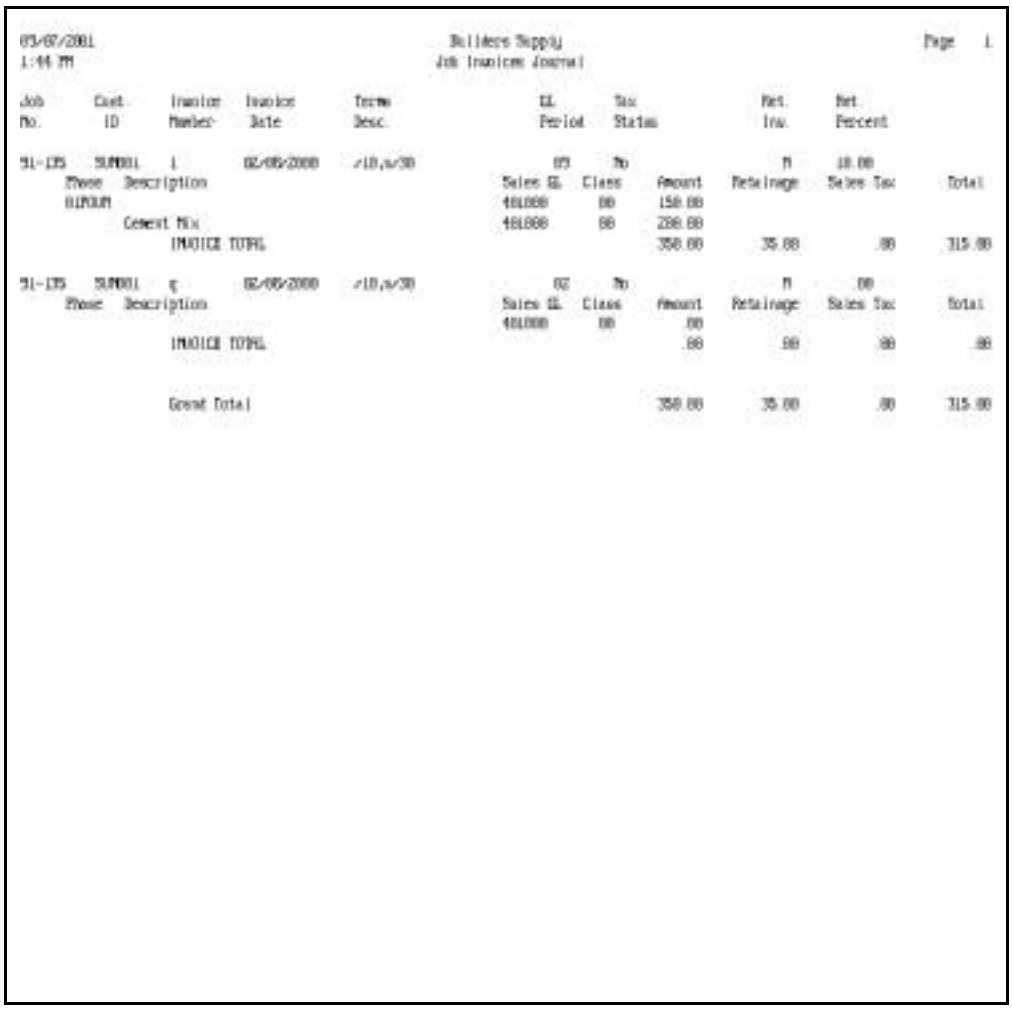
2. Enter **Y** to print a detailed journal which includes job and phase information; otherwise, enter **N** to print a summarized journal that includes job totals only.

3. Select how you want to output the report. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the report is produced, the **Job Invoicing** menu appears.

A sample Detail Job Invoice Journal is shown below.

Detail Job Invoice Journal



05/07/2001 Builders Supply Page 1
1:44 PM Job Invoices Journal

Job No.	Cust ID	Invoice Number	Invoice Date	Terms Desc	GL Period	Tax Status	Ret. Inv.	Ret. Percent
91-135	SUM001	1	02/05/2000	/10,n/30	05	No	N	10.00

Phase	Description	Sales GL	Class	Amount	Retainage	Sales Tax	Total
010100		401000	00	150.00			
	Cement Mix	401000	00	200.00			
	INVOICE TOTAL			350.00	35.00	.00	315.00

Job No.	Cust ID	Invoice Number	Invoice Date	Terms Desc	GL Period	Tax Status	Ret. Inv.	Ret. Percent
91-135	SUM001	2	02/05/2000	/10,n/30	02	No	N	.00

Phase	Description	Sales GL	Class	Amount	Retainage	Sales Tax	Total
		401000	00	.00			
	INVOICE TOTAL			.00	.00	.00	.00
	Grand Total			350.00	35.00	.00	315.00

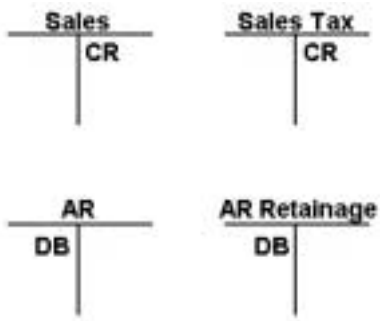
Post Job Invoices

The **Post Job Invoices** function creates regular invoices and retainage invoices in the Open Invoice file. Retainage invoices are assigned the invoice number Rtxxxxxx where xxxxxx is the Job ID. The retained amount and other balance fields are updated in the Customer file.

If you post a retainage invoice, the amount is subtracted from the Rt invoice and a new invoice is created for the amount billed. The amount is subtracted from the **Retainage** field in the Customer file.

When you post an invoice with retainage, the sales account specified in the line item is credited for the entire amount billed.

The accounts receivable account specified in the Distribution Code for each customer is debited for the invoice amount less retainage. The AR Retainage account specified in the ARGLx table is debited for the retained amount.



The sales tax account is specified in the Tax Locations file.

When you post a retainage invoice, the accounts receivable account specified in the Distribution Code for the customer is debited for the invoice account. The accounts receivable retainage account specified in the ARGLx table is credited.

Select **Post Job Invoices** from the **Job Invoicing** submenu. The **Post Job Invoices** screen appears.

1. If you have backed up your data files, enter **Y**; if not, enter **N** and do so before posting. See “Before Posting” on page 13-34 for more information.

2. Select the fiscal year to which you want to post. If Accounts Receivable does not interface with General Ledger or if you did not create last-year data in General Ledger, you must post to the current year.

If Accounts Receivable interfaces with General Ledger and you have created last-year data in General Ledger, select the fiscal year to which you want to post the journal entries. You can post to the current-year GLJRxxx file or to the last-year GLJRxxx file.

3. If you want to age all customers, enter **Y**; if not, enter **N**.

   If you select not to age all customers, the system does not make any aging adjustments.

   If you elect to age all customers, the customer aging buckets can be updated in one of three ways. If you printed invoices, the invoice date entered in the **Print Invoices** function serves as the basis for aging. If you did not print invoices, the invoice header date serves as the basis for aging.

   If you did not enter an invoice number (and therefore no invoice date), the post date—the system date when you use this function—serves as the basis for aging.

4. Select how you want to output the report. For more information on how to select an output device, see“Output the Report” on page 1-60.

After posting is completed and the log is printed, the **Job Invoicing** menu appears.

A sample posting log is shown below.

Post Job Invoices


```
07/25/2001                    Builders Supply                    Page    1
2:15 PM                       POST JOB INVOICES

Terminal:    T020
Posted to CURRENT YEAR (2001)

TOTAL POSTED TO OPEN INVOICE FILE          4500.00
                  CUSTOMER FILE            4500.00
          INVOICE/CUSTOMER RETAINAGE        500.00
                  JOB COST JOBS FILE       5500.00

TRANSACTIONS POSTED TO GL PERIOD 7
    DESCRIPTION          GL ACCOUNT   REFERENCE        DEBIT        CREDIT

    A/R                    103100     A&R            4500.00
    SALES TAX/MN           203200     TAX               .00
    RETAINAGE              104100     R&R             500.00
    SALES                  403100     A&R                          5000.00

    PERIOD 7 BALANCE                                  5000.00      5000.00

    TOTAL GL POSTINGS                                 5000.00      5000.00

    *** End of Report ***
```

Cost Plus Invoice Entries

Use the Cost Plus Invoicing functions to enter invoices for cost-plus work or work whose bill consists of a fixed amount plus a percentage of the cost of materials and labor.

Select **Cost Plus Invoice Entries** from the **Cost Plus Invoicing** submenu of the **Job Receivables** menu. The **Cost Plus Invoice Entries** header screen appears.

Inquiry

1. Enter the **Job ID** you are billing.

   The **Description** and **Customer ID** defaults come from the Jobs (CJBSxxx) file. The **Customer** name and **Address** defaults come from the Customer (ARCUxxx) file.

2. Enter an invoice number. It is required.

3. The **Invoice Date** default is the workstation date. Press **Enter** to accept it or enter a different one.

4. The **GL Period** default is based on the invoice date previously entered. Press **Enter** to accept it or change it.

5. You can enter a **Reference** for this invoice (up to 20 characters) to print on the invoice.

6. Enter **Y** if the invoice will be taxed or enter **N** if the invoice will not be taxed.

7. The **After Ret.?** field is only available for taxable invoices. Enter **Y** to have taxes calculated after retainage amounts are subtracted or **N** to have taxes calculated with the full invoice amount.

Inquiry
Maint

8. The **Tax Location** default comes from the Customer file. Press **Enter** to accept it.

9. If you are entering a retainage invoice, enter **Y** in the **Ret. Invoice?** field. The **Retainage %** field is skipped. If this is a regular invoice, enter **N** and then enter the retainage percentage. This percentage is multiplied by the total billing amount for the invoice to calculate retainage.

Inquiry
Maint

10. The **Terms Code** default comes from the Customer file. Press **Enter** to accept it.

11. Enter the code from the MARKUx table that you want to use for this invoice. The markup percentages appear at the bottom of the screen. Press **Enter** to skip the **Markup Code** field (blank = no markup).

12. Enter **Y** in the **Final Billing** field when the job is finished. When you post job invoices, the Actual Finish Date is updated in the Jobs file. If you bill by phase, the Actual Finish Date is updated in the phase record. If you bill by job, the Actual Finish Date is updated in the job record.

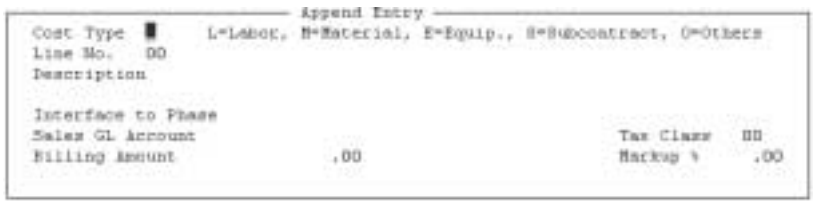
13. Use the **Proceed** (**OK**) command to save the header information. It is stored in the header record of the Job Invoice file (ARJDx).

If no line items exist for this invoice, the line-item entry box appears.

Line-Item Entry Screen

The line-item entry window appears for one of three reasons:

- You are creating an invoice and have finished entering header information.
- You use the **Append** command on the Command Bar to add an item to the end of the list.
- You use the **Edit** command on the Command Bar to edit an item in the list. If you use this command, the line-item entry screen is titled **Edit Line** instead of **Append Line**.



1. Enter the **Cost Type** for this line item. The Cost Types are listed in the window. The percentage for the cost type appears in the **Markup %** field if you entered a code on the header screen.
2. Enter a description for the billing item.

Inquiry

3. If you want to bill by phase, enter the Phase ID with which the billing item is associated. If you enter a Phase ID, the **Billed to Date** and **Last Bill Date** fields are updated in the phase record when you post job invoices.

   Press **Enter** to bill by job. The **Billed to Date** and **Last Bill Date** fields are updated in the job record when you post job invoices.

4. Enter the **Sales GL Account** number, **Tax Class**, and **Billing Amount** for this line item.

5. If this is a retainage invoice, enter the retainage amount in the **Billing Amount** field.

6. The **Markup %** field default is based on the markup code from the MARKU table that was entered on the transaction header. Press **Enter** to accept it or change the percent.

7. Use the **Proceed** (**OK**) command to save your entry. The information is stored in the detail record of the Cost Plus Invoice file (ARJEx).

Use the **Exit** (**F7**) command to go to the scrolling region when you are finished entering line items.

Scrolling Region Commands

The scrolling region appears and the available commands are listed at the bottom of the screen.

OSAS T000
Settings Edit Find Help
Cost Plus Invoice Entries
Job ID 93-A04 Description CITY OF FRIENDSWOOD RECREATION CENTER
Customer LOS ANGELES CONSTRUCTION CO. Customer ID LOS001
Address 98042 VENTURA BOULEVARD
ENCINO CA 99999-9S84
Taxable? N After Ret.?
Tax Grp CA California
Invoice No. 2
Invoice Date 09/07/2001
GL Period 09
Reference
Ret. Invoice? N
Retainage % .00
Terms Code 2PCT 2/10,n/30
Markup Code O
Final Billing? N
Line # Description Tax Phase Amount After M.U.
M-01 sheetrock 00 01SITE 450.00 472.50
Enter=edit, Append, View, Header, Next Job, Totals
Company N
Verify

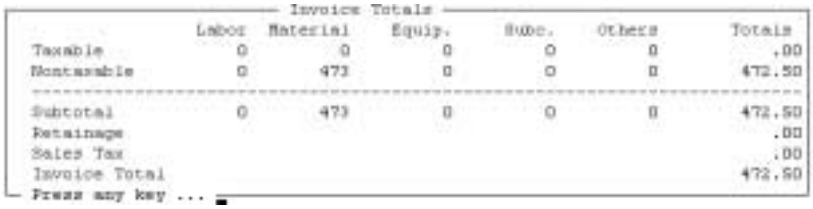
Use the arrow keys to move to the item with which you want to work. Then use the Command Bar commands to perform tasks.

Command Bar

Field	Description
Enter=edit	Press **Enter** to edit the line entry in detail.
Append	If no line items are on file for this schedule, the **Append Entry** window appears. If line items do exist, they appear in the scrolling region. Press **A** to add an entry.
View	Press **V** to view the line entry in detail.
Header	Press **H** to move back into the header portion of the screen to make any changes and then use the **Proceed** (**OK**) command to return to the detail portion of the screen.
Next Job	Press **N** to edit, view, or create a schedule of entries for another job.
Totals	Press **T** to view the totals for all schedule entries for this job.
GoTo	Press **G** to go to a particular line item. This option only appears when all cannot be viewed in the scrolling region.

Totals Screen

When you press **T** to view the **Totals** window, this window appears.


Invoice Totals
Labor Material Equip. Subc. Others Totals
Taxable 0 0 0 0 0 .00
Nontaxable 0 473 0 0 0 472.50
Subtotal 0 473 0 0 0 472.50
Retainage .00
Sales Tax .00
Invoice Total 472.50
Press any key ...

Press any key to exit the **Cost Plus Invoice Entries** screen and then use the **Exit** (**F7**) command to return to the **Cost Plus Invoicing** menu.

Print Cost Plus Invoices

Use the **Print Cost Plus Invoices** function to print your cost plus invoices.

Select **Print Cost Plus Invoices** from the **Cost Plus Invoicing** submenu on the **Job Receivables** menu. The **Cost Plus Invoices** screen appears.

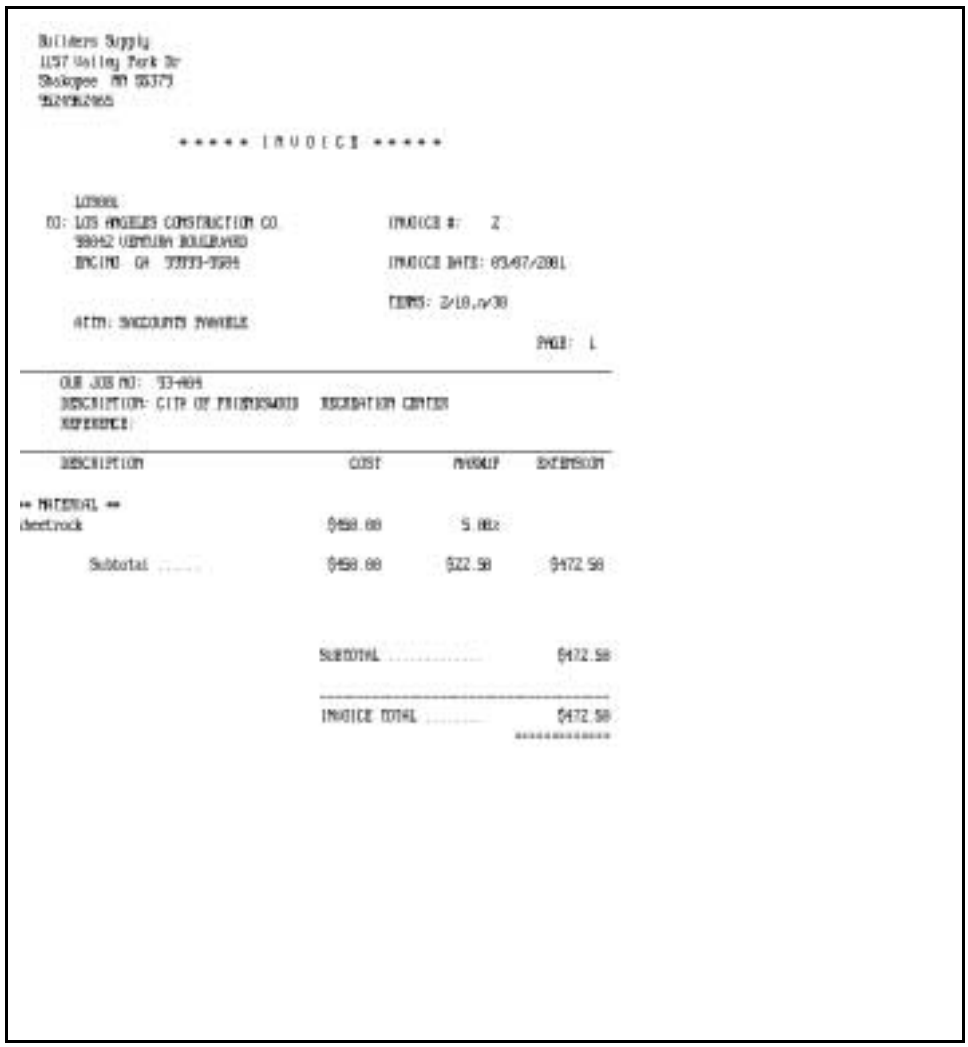
Inquiry

1. Define the **Job ID** range you want to view. For more information on how to define ranges, see “Selecting a Range of Information” on page 1-59.
2. Enter a **Message** (up to 40 characters) you want printed on all invoices.
3. Enter **Y** to print the company heading on the form; otherwise, enter **N**.
4. Select how you want to output the invoices. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the invoices are produced, the **Cost Plus Invoicing** menu appears.

A sample Cost Plus Invoice Form is shown below.

Cost Plus Invoice Form



Builders Supply
1157 Valley Park Dr
Shakopee MN 55379
[illegible]

* * * * * I N V O I C E * * * * *

LOGOS

TO: LOS ANGELES CONSTRUCTION CO
99042 VENTURA BOULEVARD
ENCINO CA 91893-9994

INVOICE #: 2

INVOICE DATE: 03/07/2001

TERMS: 2/10,n/30

Attn: ACCOUNTS PAYABLE

PAGE: 1

OUR JOB NO: 93-004
DESCRIPTION: CITY OF FRIENDSWOOD RECREATION CENTER
REFERENCE:

DESCRIPTION	COST	MARKUP	EXTENSION
** MATERIAL **			
sheetrock	$450.00	5.00%	
Subtotal	$450.00	$22.50	$472.50
		SUBTOTAL	$472.50
		INVOICE TOTAL	$472.50

Cost Plus Invoices Journal

Use the **Cost Plus Invoices Journal** function to print a record of Cost Plus Invoice transactions to be posted.

Select **Cost Plus Invoices Journal** from the **Cost Plus Invoicing** submenu on the **Job Receivables** menu. The **Cost Plus Invoices Journal** screen appears.

1. Define the **Job ID** range you want to view. For more information on how to define ranges, see “Selecting a Range of Information” on page 1-59.

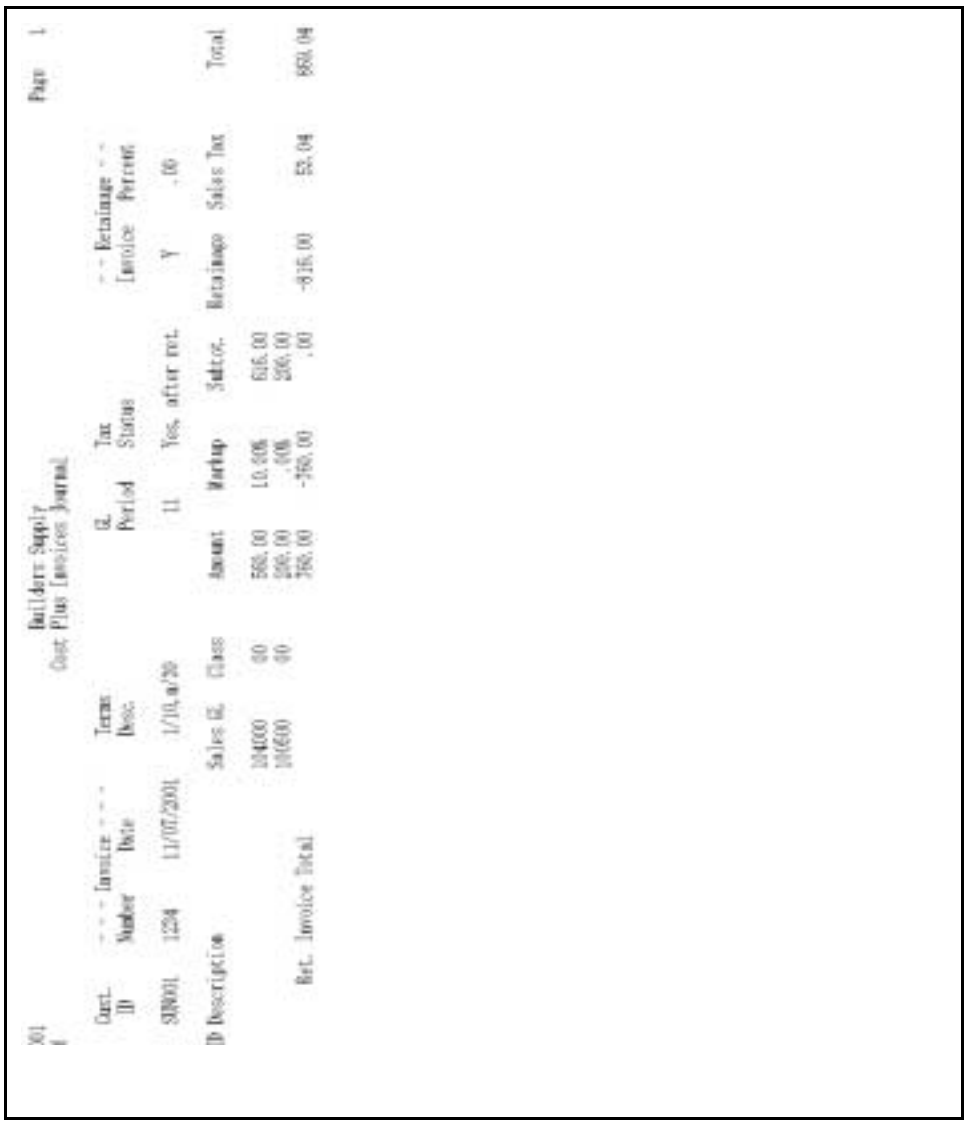
2. Enter **Y** to print a detailed journal which includes job and phase information; otherwise, enter **N** to print a summarized journal that includes job totals only.

3. Select how you want to output the journal. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the journal is produced, the **Cost Plus Invoicing** menu appears.

A sample Detail Cost Plus Invoices Journal is shown below.

Detail Cost Plus Invoices Journal



Builders Supply
Cost Plus Invoices Journal

Page 1

Cust. ID	Invoice Number	Invoice Date	Terms Desc.	GL Period	Tax Status			Retainage Invoice	Retainage Percent		
SUB001	1234	11/07/2001	1/10,n/30	11	Yes, after ret.			Y	.00		
ID	Description	Sales GL	Class	Amount	Markup	Subtot.	Retainage	Sales Tax	Total		
		104000	00	560.00	10.00%	616.00					
		105000	00	896.00	.00%	896.00					
				760.00	-760.00	.00	-816.00	53.04	660.04		
	Rec. Invoice Total										

Post Cost Plus Invoices

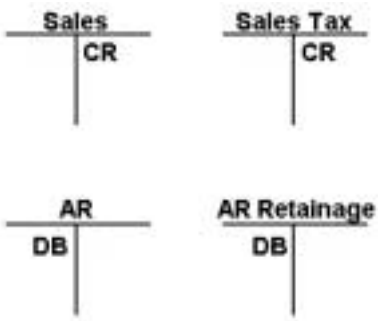
Use the **Post Cost Plus Invoices** function to post your cost plus invoices to Contractors' Job Cost and to other applications that interface with Contractors' Accounts Receivable.

The **Post Cost Plus Invoices** function works similarly to the **Post Job Invoices** function (see "Post Job Invoices" on page 13-48). Regular invoices and retainage invoices are created in the Open Invoice file. Retainage invoices are assigned the invoice number Rtxxxxxx where xxxxxx is the Job ID. The retained amount and other balance fields are updated in the Customer file.

If you post a retainage invoice, the amount is subtracted from the Rt invoice and a new invoice is created for the amount billed. The amount is subtracted from the **Retainage** field in the Customer file.

When you post an invoice with retainage, the sales account specified in the line item is credited for the entire amount billed.

The accounts receivable account specified in the Distribution Code for each customer is debited for the invoice amount less retainage. The AR Retainage account specified in the ARGLx table is debited for the retained amount.



The sales tax account is specified in the Tax Locations file.

When you post a retainage invoice, the accounts receivable account specified in the Distribution Code for the customer is debited for the invoice account. The accounts receivable retainage account specified in the ARGLx table is credited.

Select **Post Cost Plus Invoices** from the **Cost Plus Invoicing** submenu on the **Job Receivables** menu. The **Post Cost Plus Invoices** screen appears.

1. If you have backed up your data files, enter **Y**; if not, enter **N** and do so before posting. See “Before Posting” on page 13-34 for more information.

2. Select the fiscal year to which you want to post. If Accounts Receivable does not interface with General Ledger or if you did not create last-year data in General Ledger, you must post to the current year.

If Accounts Receivable interfaces with General Ledger and you created last-year data in General Ledger, select the fiscal year to which you want to post the journal entries. You can post to the current-year GLJRxxx file or to the last-year GLJRxxx file.

3. If you want to age all customers, enter **Y**; if not, enter **N**.

   If you select not to age all customers, the system does not make any aging adjustments.

   If you elect to age all customers, the customer aging buckets can be updated in one of three ways. If you printed invoices, the invoice date entered in the **Print Invoices** function serves as the basis for aging. If you did not print invoices, the invoice header date serves as the basis for aging.

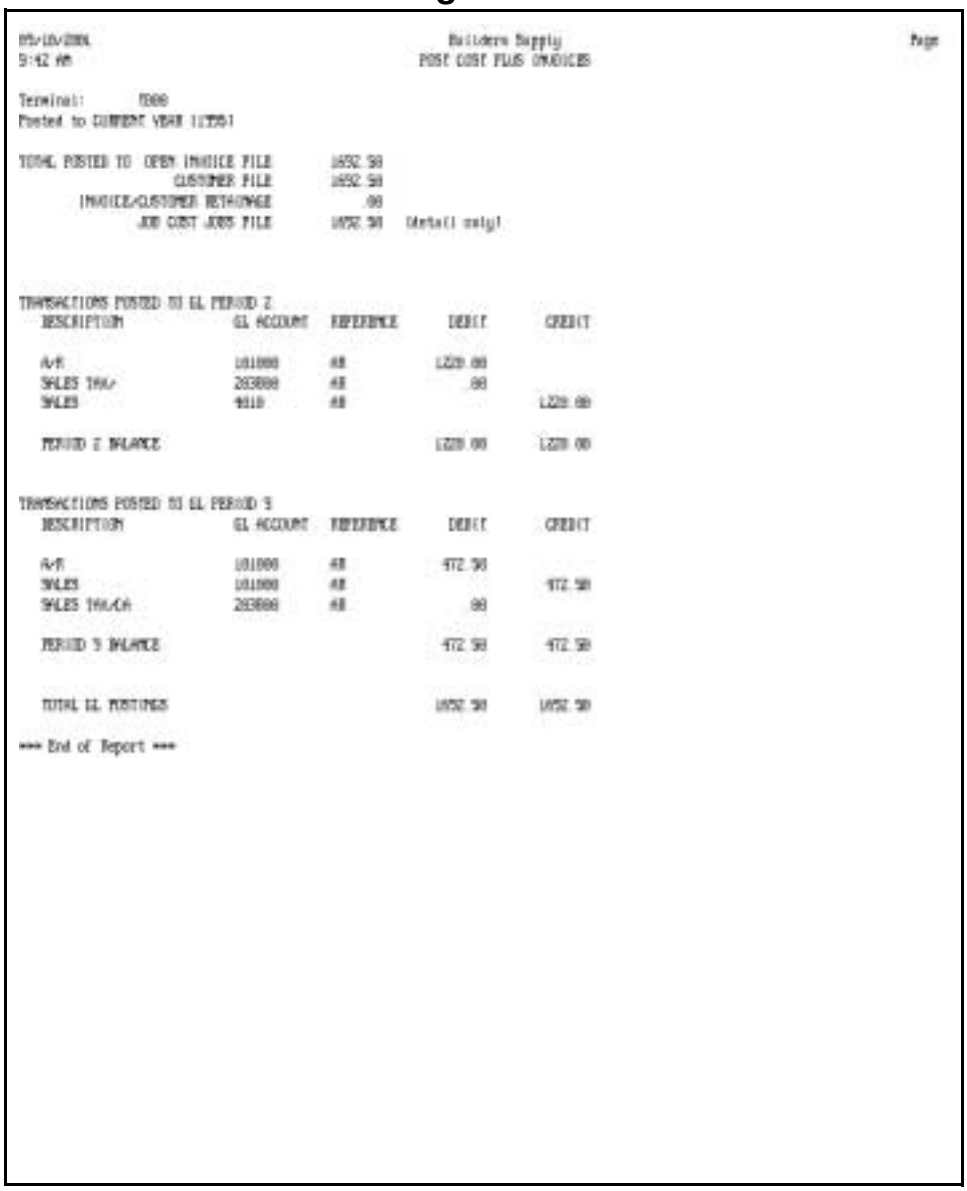
   If you did not enter an invoice number (and therefore no invoice date), the post date—the system date when you use this function—serves as the basis for aging.

4. Select how you want to output the log. For more information on how to select an output device, see “Output the Report” on page 1-60.

After posting is completed and the log is printed, the **Cost Plus Invoicing** menu appears.

A sample posting log is shown below.

Post Cost Plus Invoices Log



```
mm/dd/yyyy                                  Builders Supply                    Page
9:42 AM                                  POST COST PLUS INVOICES

Terminal:      0000
Posted to CURRENT YEAR (1250)

TOTAL POSTED TO  OPEN INVOICE FILE      1652.50
                    CUSTOMER FILE       1652.50
         INVOICE/CUSTOMER RETAINAGE        .00
                JOB COST JOBS FILE      1652.50   (detail only)


TRANSACTIONS POSTED TO GL PERIOD 2
  DESCRIPTION          GL ACCOUNT   REFERENCE      DEBIT       CREDIT

  A/R                  101000       AR           1220.00
  SALES TAX            203000       AR              .00
  SALES                4010         AR                       1220.00

  PERIOD 2 BALANCE                                1220.00     1220.00


TRANSACTIONS POSTED TO GL PERIOD 3
  DESCRIPTION          GL ACCOUNT   REFERENCE      DEBIT       CREDIT

  A/R                  101000       AR            472.50
  SALES                101000       AR                        472.50
  SALES TAX/CA         203000       AR              .00

  PERIOD 3 BALANCE                                472.50      472.50


  TOTAL GL POSTINGS                              1692.50     1692.50

*** End of Report ***
```

Job Open Invoice Report

Use the Job Receivables Reports functions to produce a list of open invoices or a cash flow report with Job IDs.

The Job Open Invoice Report is a list of the invoices with Job IDs. This report is valuable if you want to track the job-related bills you send as your jobs progress.

Select **Job Open Invoice Report** from the **Job Receivables Reports** submenu on the **Job Receivables** menu. The **Job Open Invoice Report** screen appears.

Inquiry

1. Define the **Customer ID** range you want to view. For more information on how to define ranges, see “Selecting a Range of Information” on page 1-59.

2. Select the invoice types you want to print:
   - **Print invoice without retainage** includes invoices without retainage.
   - **Print retainage invoices** includes only retainage invoices.
   - **Print all invoices** prints all invoices.
3. Enter the date after which you want to include paid invoices.
4. Select how you want to output the report. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the report is produced, the **Job Receivables Reports** menu appears.

A sample Job Open Invoice Report is shown below.

Job Open Invoice Report

11/07/2001 Builders Supply Page 1
12:16 PM Job Open Invoice Report

Job ID	Invoice Number	Type	Stat	Invoice Date	Due Date	Discount Date	Gross Amount	Discount Amount	Payments	Misc. Credits	Balance
Customer #CB001 ACE BUILDERS											
6000		IN		06/11/2000	09/10/2000	08/21/2000	66608.64	666.09			66008.64
6000		PY		06/15/2000					61351.89		5495.25
6000		PY		09/25/2000					3005.75		2489.50
6000		PY		10/20/2000					1194.15		1295.35
6000		PY		11/20/2000					295.75		1000.00
6000		PY		12/17/2000					500.00		500.00
6000		PY		12/21/2000					200.00		300.00
6000		PY		12/21/2000					300.00		0.00
6200		IN		11/08/2000	12/08/2000	11/18/2000	24858.82	248.59			24858.82
6200		PY		11/20/2000					22857.17		1101.65
6202		IN		11/15/2000	12/15/2000	11/25/2000	29612.95	296.13			30713.61
6202		PY		11/20/2000					28812.10		2101.45
6500		IN		12/02/2000	01/01/2001	12/12/2000	13964.12	139.65			16065.97
6500		PY		12/21/2000					9000.00		7065.97
6505		IN		12/05/2000	01/04/2001	12/15/2000	1642.44	16.43			8708.91
6505		PY		12/21/2000					100.00		8608.91
6900		IN		12/10/2000	01/09/2001	12/20/2000	7135.35	71.35			15174.26
6900		PY		12/20/2000					3871.35		11303.91
6900		PY		12/21/2000					453.15		10850.76
6900		IN		12/17/2000	01/16/2001	12/27/2000	1603.10	16.03			12437.83
6910		IN		12/17/2000	01/16/2001	12/27/2000	1603.10	16.03			13987.96
						TOTAL	147912.53		141724.57	0.00	13987.96

Job Cash Flow Report

Print the Job Cash Flow Report to see how much cash is due within five aging periods with Job IDs.

Select **Job Cash Flow Report** from the **Job Receivables Reports** submenu on the **Job Receivables** menu. The **Job Cash Flow Report** screen appears.

Inquiry

1. Define the **Customer ID** range you want to view. For more information on how to define ranges, see “Selecting a Range of Information” on page 1-59.

2. Select the invoice types to print:

   - **Print all invoices** includes all invoices.
   - **Print only held invoices** includes only held invoices.
   - **Print all released invoices** prints all released invoices.

3. Enter four dates for the aging periods. Each date must be greater than the previous date entered above it.

4. Select how you want to output the report. For more information on how to select an output device, see “Output the Report” on page 1-60.

After the report is produced, the **Job Receivables Reports** menu appears.

A sample Job Cash Flow Report is shown below.

Job Cash Flow Report

11/07/2000
12:38 PM

Builders Supply
Job Cash Flow Report
Released Invoices

Page 1

CUSTOMER ID	NAME	JOB ID	INVOICE NO	STAT TYPE	DUE DATE	BASIC DATE	AMOUNT	CURRENT	AFTER 11/07/00	AFTER 12/07/00	AFTER 01/06/01	AFTER 02/05/01
ACRONYL ACE BUILDINGS			6050	IN	06/10/90	06/21/90	66868.64					
			6050	PMT		06/15/90	01262.69-					
			6060	PMT		09/25/90	3005.75-					
			6060	PMT		10/29/90	1194.55-					
			6060	PMT		11/30/90	305.75-					
			6060	PMT	12/21/90	12/21/90	300.00-	300.00				
			6100	IN	12/09/90	11/30/90	34958.62					
			6100	PMT		11/30/90	22257.37-	901.25				
			6102	IN	12/15/90	11/25/90	29612.25					
			6102	PMT		11/30/90	29612.25-	1000.00				
			6500	IN	01/02/91	12/13/90	12994.72					
			6500	PMT	12/21/90	12/21/90	9000.00-	4994.72				
			6505	IN	02/04/91	12/15/90	1642.94	1542.94				
			6505	PMT		12/21/90	100.00-					
			6600	IN	02/09/91	12/20/90	7135.35					
			6600	PMT		12/20/90	3571.35-					
			6600	PMT		12/28/90	425.35-	3138.65				
			6700	IN	02/16/91	12/27/90	2950.00	2950.00				
			CUSTOMER TOTAL					13927.56	.00	.00	.00	.00

System Messages A

Messages on the screen or in a report indicate an error, tell you how to enter data, or inform you about what is happening in the function you are using. Self-explanatory messages are not listed.

Access denied.

Your access code is not set up to access this function.

Amount billed exceeds amount scheduled.

The **$ Billed** and **Material Stored** field amounts exceed the amount that appears in the **$ Scheduled** field on the **Edit** or **Append Entry** window when setting up information for AIA invoicing.

An error occurred while {converting or creating} files. Conversion aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the **RM Data File Creation** or **Data File Conversion** screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

At least one history selection must be YES.

You must include at least one type of history in the Customer Analysis Report.

A valid bank account ID is required.

If Accounts Receivable interfaces with Bank Reconciliation, you must enter a bank account ID that is in the BRBAxxx (Bank Accounts) file.

Bank account {ID} is not on file.
Bank account not found.

The bank account ID you entered is not in the BRBAxxx (Bank Accounts) file. Enter a different ID. The **Inquiry** (**F2**) command is available.

Basic Error = nn Host Error = xxx Line = nnnn Program = xxxxxx
Basic Error = nn Line = nnnn Program = xxxxxx

A serious error has occurred. Write down the information that appears and get help from a support technician.

Billing ID/Change Order already on file.

The Billing ID/Change Order you entered in the **Append Entry** window is already on file. Enter another Billing ID, use the **Exit** (**F7**) command to return to the line-item scrolling area, or press **Enter** to edit an existing Billing ID/Change Order.

Break Code is not accepted for tax after retainage.

The **Flexible % Code** field on the **Application Entries** screen contains information taken from the Schedule Header file (ARJAx). You cannot enter a code in this field if you chose to calculate tax after retainage (by entering **Y** in the **After Ret.** field of the **Set Up Schedule** screen).

Cannot delete customer with {assigned data}.

You cannot delete the record of a customer that has open invoices, orders, or unposted transactions on file.

Cannot delete last line of a transaction.

You cannot create a transaction with zero line items. A transaction must have at least one line item. You can delete an entire transaction from the header screen.

Cannot run graphical version of this function. xxxxxxxx.BRC not found.

OSAS cannot locate the graphical resource file associated with the function you are trying to run. If you do not have the graphical version of OSAS, return to the menu and turn off GUI functions using the **Shift+F6** keyboard command or using the Resource Manager **Workstation Defaults** function. If you have the graphical version of OSAS, seek help from a support technician.

Could not find any valid source files for this application.

The source directory you specified does not have files for the application you are converting. Make sure that you entered the correct source directory and application ID.

Credit limit exceeded.

The customer is already over the credit limit you assigned (if you are on the header screen), or the line item you are entering together with the other balances on account for this customer exceeds the customer's credit limit. In either case, press **Enter** to override the credit limit and continue entering the invoice or exit from the function.

Customer {ID} has open invoices.

You cannot delete the record of a customer that has open invoices on file. If you know the customer has paid in full, make sure that the payments were recorded and posted properly. Do periodic maintenance and then delete the customer record.

Customer is on credit hold.

You cannot enter an invoice for a customer that is on credit hold.

{application ID} data files exist. Do you want this task to erase them?

The directory where you are creating files already has files for the selected application and company. To continue with the conversion and erase the existing files, enter **Y**. To create only the missing files (if any), enter **N**. To cancel the operation, exit from the function.

Date must be greater than previous date entered.

You must enter the aging period dates in chronological order in the Cash Flow Report.

Delete entire transaction?

To delete the entire transaction, use the **Delete** (**F3**) command.

Delete entry number {number}.

To delete the line item, use the **Delete** (**F3**) command.

Destination file {drive:/path/file name} not found. No conversion.

The filename or path you specified does not exist.

Disk drive not ready.

The system cannot access one of the disk drives to find the file for which it is looking. Sometimes the door of a disk drive is open, or a CD is not in the drive. If closing the door or inserting the CD corrects the problem, press **Enter**; if not, consult your system administrator or hardware support specialist.

Drive not available.

The system does not have the disk drive ID you entered. Press **Enter** and enter a different ID. If this message appears when you enter the correct drive ID, get help from a support technician.

Entry in process on terminal {terminal ID}.

Another user is entering or editing a transaction in the batch with which you are working. You cannot process the batch while it is in use.

Error xxx Loading {filename}.

A BASIC error occurred in loading the program. Contact a support technician if the error persists.

Field size is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

File unavailable {filename}.

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.
- The function you are trying to access needs one or more files that are not on your system. Use the **Options and Interfaces** function on the Resource Manager **Company Setup** menu to verify that the correct interfaces have been selected. If that doesn't solve the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu. Then use the **Change Company** (**F3**) command to enter the ID you want.

In any case, press **Enter** to get back to the menu, correct the problem, and select the function again.

{filename} does not exist. Cannot convert it.

One of the files listed in **\xxDATA** is not in your old data directory. See **Destination file {drive:/path/file name} not found. No conversion.**

Flexible retainage is not allowed for tax after retainage

If you chose to calculate tax after retainage (by entering **Y** in the **After Ret.** field of the **Set Up Schedule** screen), you cannot use the flexible retainage option (in the **Retainage: Flexible % Code** field) because the amount retained will be adjustable.

GL account {number} is a memo account.

You cannot use a memo account in the sales, COGS, or inventory account.

GL account {number} is not in Master file.

The account number you entered is not in the GLMAxxx (Master) file. Enter the correct account number. The **Inquiry** (**F2**) command is available.

Invalid date - mm/dd/yyyy.
Invalid date - dd/mm/yyyy.

The date you entered is invalid or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to *nn*)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: 010100 or 01012000.

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help** (**F1**) command for information.

Invalid number of periods in ARPDxxx table.

The valid number of periods you can use in the ARPDxxx table are 1, 4, 12, and 13.

Invalid Period Conversion table.

The CNVTxxx table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the **Period Setup** function to make adjustments (see the *Resource Manager User's Manual*).

Invalid year.

The fiscal year you entered is invalid.

Invoice Form {number} does not exist.

The system does not recognize the invoice form number you entered. Enter a valid form number or use the **Exit** (**F7**) command to return to the **AIA Invoice** menu.

Item/Job {ID} is not on file.

The item or job number you entered is not on file. Enter a different number. The **Inquiry** (**F2**) command is available.

Job {ID} is not on file.
Job {ID} not found.

The job number you entered is not on file in the Contractors' Job Cost JOBSxxx (Jobs) file. Check your records. Then enter a job number that the Contractors' Job Cost system recognizes or add the job number to Contractors' Job Cost.

Mask format error use {mask}.

You entered data that does not fit the predefined format for the field. Enter the data again, using the predefined format.

Maximum number of lines is 998.
Maximum number of lines reached. Cannot insert.

You cannot insert a line item if the transaction already has 998 line items.

Must be {within range}.

You must enter a value within the range specified in this message.

Must be greater than 0.

You must enter an invoice number that is greater than zero when you print invoices.

Must build {table ID} first.

You must build the table shown in this message before you can use the function.

Must delete the existing application entry first.

You must delete the AIA application entry for this job before you delete the AIA Schedule.

Must enter {value} - {value}.

You must enter a value within the range specified in this message.

Must enter {type}.

You must enter the kind of value specified in this message.

Net due days cannot be less than discount days.

The number of net due days must be equal to or greater than the number of discount days.

New batch ID cannot equal old batch ID.

You must enter a unique ID for the new batch number when you use the **Change Batches** function.

No more open invoices for {ID}.

The customer does not have any more open invoices to scan.

No summary history for this period.

You selected a period whose summary history was either deleted or never kept.

Open Invoice file not empty.

You cannot use the **Build Open Invoice File** function for a company whose ARINxxx (Open Invoice) file has been initialized and contains open invoices. If you are using the wrong company, exit to the **File Maintenance** menu, change to the correct company, and then try the function again.

Over maximum of 999 sequences for this date and reference ID.

You can enter a maximum of 999 comments for a particular date and reference ID.

Percentages cannot total more than 100.

The sum of the two sales rep's percentages cannot exceed 100.

Phase {ID} not on file.

The phase ID is not set up for the job. Enter a different phase ID. The **Inquiry** (**F2**) command is available.

Press Enter to adjust payment amount and return to menu.

You cannot exit to the menu until the remaining amount to be applied is zero. Press **Enter** to adjust the payment amount and return to the menu or use the up-arrow key to return to the scroll region.

Printer busy.

You are trying to use a printer that is in use. Press **Enter** to continue with your entry and try to print later.

Record in use.

Another terminal is using the record you are trying to access. Exit from the function. Then try to access the record again when the other terminal is finished with it.

Sales history is not implemented.

You cannot print the Detail History Report if you elected not to keep detail sales history in the Resource Manager **Options and Interfaces** function.

Sales rep {ID} has current balance.

You cannot delete the record of a sales rep who has outstanding commissions.

Sales rep {ID} is not on file.

You entered a sales rep ID that is not set up in the ARSRxxx (Sales Rep) file. Enter a different ID (the **Inquiry** (**F2**) command is available) or use the **Maintenance** (**F6**) command to add a new sales rep to the file.

Schedule not set up for Job {ID}

The job must be set up in the AIA Schedule before you make an application entry for the job.

Summary history not available for this period.

You cannot print the report for this period because it does not have any summary history. It might have been deleted from the ARHSxxx (Summary History) file, or you might have elected not to keep summary history in the Resource Manager **Options and Interfaces** function when this period was active.

Tax {ID/Location} is not on file.

You entered a tax group ID/location that is not in the RMTXxxx (Tax Groups) file. Enter a different ID or location. The **Inquiry** (**F2**) command is available.

Terms Code {code} not on file

The terms code you entered is not on file.

There is no summary history for customer {ID} in {fiscal year}.

You cannot print the report for this fiscal year because it does not have any summary history. It might have been deleted from the ARHSxxx (Summary History) file, or you might have elected not to keep summary history in the Resource Manager **Options and Interfaces** function during this year.

Thru value cannot be less than From value.
Thru value must be greater than From value.

The value you entered at **Thru** is smaller than the value you entered at **From**. Press **Enter** and then enter the correct value at **Thru**.

Transaction is not on file.
Transaction number not found.
Transaction number not on file.
Transaction {number} not found.

The transaction number you entered is not in the ARTHxxx (Transaction) file. Enter a different transaction number. The **Inquiry** (**F2**) command is available. The transaction may also be stored in a different batch. Change the Batch ID and try again.

Transaction in process on terminal {ID}.

The terminal in this message is adding the transaction number. Assign a different number to the transaction.

Unable to create temporary file for this workstation.

The system cannot create a temporary file for posting in the data directory. Check directory permission. If the problem persists, contact a support technician.

Unable to execute program {program}.

The system cannot run the program you selected from the menu. Make sure that the program that appears is in the application's program directory and select the function again.

Unable to load menu record {menu} from file {filename}.

The application's menu record is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to lock - file in use.

One of the function's files is locked because another workstation on the system is using it. Try the function again when no one else is using the file.

Unable to open file.
Unable to open - file in use.

The file you are trying to use is either corrupted or locked at another terminal on the system. Wait a few minutes and try again. If the condition continues, get help from a support technician.

Unable to print to device.

The system cannot access the output device you are trying to use. Make sure that the output device is online.

Valid entries are {range}.
Valid units are: {units}.

Enter one of the valid selections shown in this meesage.

Warning: customer is on credit hold.

The customer is on credit hold. Press **Enter** to remove the message and then continue working with the customer ID or enter a different customer ID.

Warning: summary history not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insuffiencient, .**00*** prints.

You must build ARPDxxx table before {operation}.

You must build the ARPDxxx table for the company before you can use the **Periodic Maintenance** and **Post Transactions** functions. These functions rely on being able to sort by period.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files and try again.

Common Questions B

These commonly asked questions about the Accounts Receivable system are divided into two categories: Entering Balances and Daily Work.

Entering Balances

I entered balances in the customer record, but when I go back into the file, the balances are zero. What happened?

The online aging feature can throw your initial balances off. You must turn off the online aging option before you enter beginning balances. Then after you use the Build Open Invoice File function, turn the option on again.

Daily Work

The invoice number I entered does not match the invoice number in the Sales Journal. Why not?

If you use prenumbered forms, the invoice numbers are reassigned when you print invoices to match the numbers of the preprinted forms. To make sure that the invoice number in the ARINxxx (Open Invoice) file is the same as the one on the invoice you send to the customer, the system updates the invoice record with a new number.

This numbering method is important for open invoice customers because when they make payments toward specific invoices, you must apply the payments to the right invoices.

When I enter invoices, the wrong general ledger period shows up. Why?

The displayed period corresponds to the system date. If the system date is wrong, the displayed general ledger period date is wrong.

Check the system date. If it is wrong, change it. If it is correct, check the dates in the Period Setup function in Resource Manager to make sure that you specified the correct periods and their corresponding months for the company.

What does the system do with an unapplied credit?

Cash receipts and credit memos that are not applied to specific invoices for open item customers are put in the unapplied credits bucket in the customer record and in the Aged Trial Balance. You can use the Hold/Release Invoices function to apply these credits and payments to specific invoices.

I had printer problems before I finished printing invoices. The printer problem is fixed now, but how do I start over without reprinting all the invoices?

Use the Restart option. Enter the new first invoice number and the number of the last invoice that was printed correctly.

I was in the middle of posting and had computer problems. Can I recover?

Yes. If you backed up your data files before posting, restore the backup and start the post over.

The Post Transactions function has a restart feature. If you did not back up before posting, start the post over. Each posted transaction is flagged as posted, so if a transaction or batch of transactions was completely posted, it will not be processed again. If the system was in the middle of posting a transaction or a batch of transactions, it processes the transaction(s) again.

Then print the Open Invoice Report, the Detail History Report, and the appropriate reports from interfaced applications. Make adjustments for the double-posted entry, if any. (Only one transaction line or cash receipt can be double-posted.)

The Current column in the Aged Trial Balance shows both last month's and this month's activity for my balance forward customers. Why?

You did not do periodic maintenance before you entered this month's activity. You can correct this situation in one of two ways:

- If you caught the error in the first few days of the month and you have a backup of your sales history since the beginning of the month, produce the Detail History Report from the first of the month to the present date, organized by customer ID. Then restore the backup from the end of the previous month and do periodic maintenance. Refer to the Detail History Report to reenter this month's activity.

- If you did not back up your files or if you did not catch the error until well into the month, let the current month's customers go without aging. Keep activity for both this month and next month in the current period and do periodic maintenance at the end of the month.

How does the system calculate finance charges, and what are the Open Invoice Days and Balance Forward Days fields for?

Finance charges are calculated for invoices (for open item customers) or balances (for balance forward customers) that are older than the number of days specified in the finance charge code record associated with each customer. The Open Invoices Days is the number of days after which finance charges are assessed on unpaid invoices, based on invoice or due dates. The Balance Forward days refers to the aging buckets used to summarize past-due balances for balance forward customers.

How does the prenumbered forms option assign numbers?

If you elect to use prenumbered invoice forms in the Resource Manager Options and Interface function, existing invoices with assigned numbers will be overwritten. Miscellaneous credits with invoice numbers are never overwritten.

Why are history invoices different from my original invoices?

Not all the data in the ARTHxxx and ARTDxxx (Transaction) files transfers to the ARHIxxx (Detail History) file.

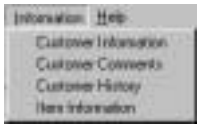
When are paid invoices removed?

Paid invoices dated before the date you specify are removed through the Purge Selected Files function.

Information Windows C

When you use the Invoices, Miscellaneous Credits, and Edit Transactions options in the Transactions function, and the Cash Receipts, Enter Recurring Entries, and Edit Recurring Entries functions, the **Information** menu (or the **Shift+F2** function key in text mode) is available on the header, line-item entry, and totals screens. Use the functions on the **Information** menu to access windows that show customer and credit history and customer comments.

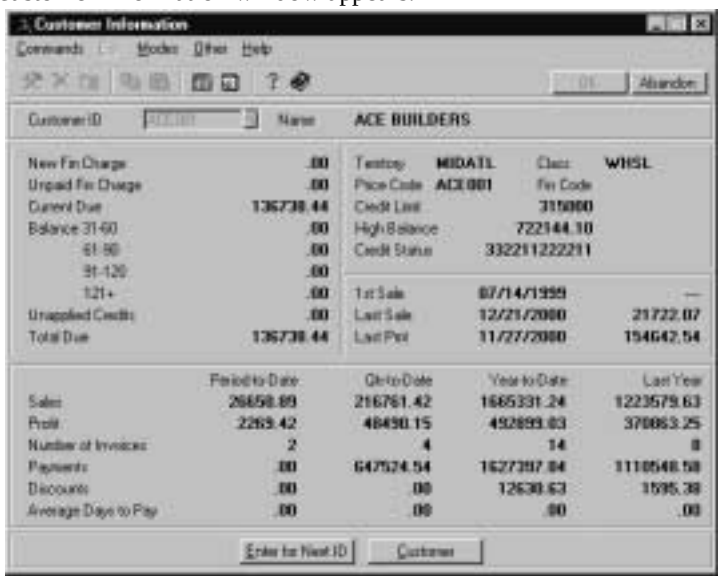
When you pull down the **Information** menu (or press **Shift-F2** in text mode), a menu appears.



To access an information screen, select it from the menu. Then refer to the appropriate heading below for more information.

Customer Information Window

When you select **Customer Information** from the AR Information menu, the customer information window appears.

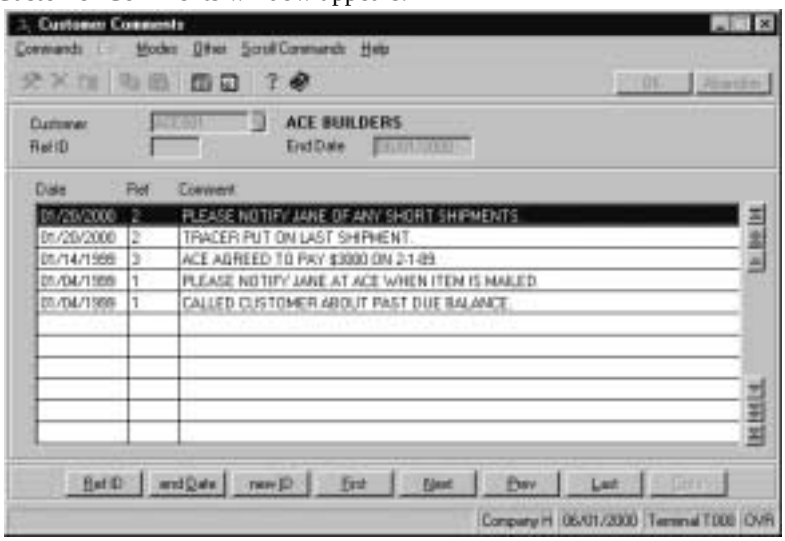


To look at the information for the customer that is alphabetically next in the ARCUxxx file, press **Enter**. To look at the information for a different customer, press **C**, and then enter the customer ID; the **Inquiry** (**F2**) command is available.

When you are finished viewing the information, use the **Exit** (**F7**) command to return to the function screen you were using.

Customer Comments Window

When you select **Customer Comments** from the AR Information menu, the Customer Comments window appears.



The window that appears and the supporting function are identical with the Customer Comments window in the Customers function on the File Maintenance menu. You can use this window to add, change, and view comments.

When you are finished viewing the information, use the **Exit** (**F7**) command to return to the function screen you were using.

Customer History Window

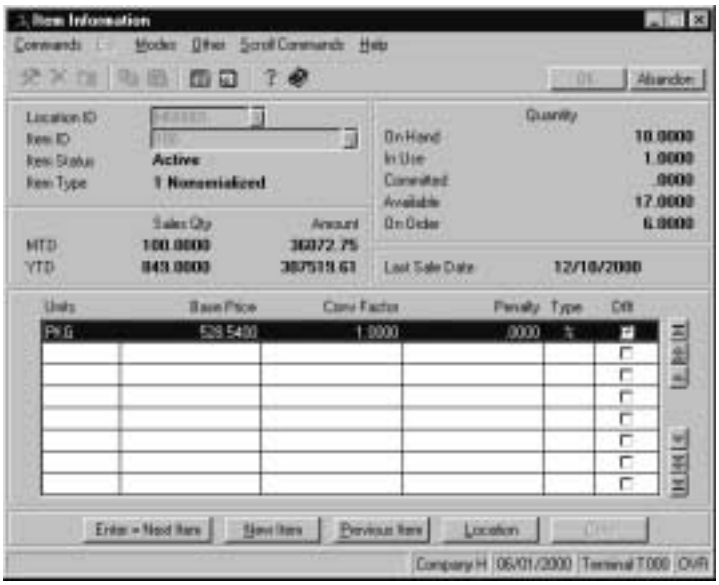
When you select **Customer History** from the AR Information menu, the Customer History window appears.

The window that appears and the supporting function are identical to the Detail History Inquiry function on the Information Inquiry menu. You can use this window to view line items and invoice totals from history.

When you are finished viewing the information, use the **Exit** (**F7**) command to return to the function screen you were using.

Item Information Window

When you select **Item Information** from the AR Information menu, the Item Information window appears if Accounts Receivable is interfaced with Inventory.



To look at the information for the inventory item that is alphabetically next in the INVExxx file, press **Enter**. To look at the previous item alphabetically in the file, press **P**. To look at the information for a different item, press **N** and enter the item ID. To change the location in which the items you want to look at are stored, press **L** and enter the location ID. The **Inquiry** (**F2**) command is available for both the item ID and location ID fields.

When you are finished viewing the information, use the **Exit** (**F7**) command to return to the function screen you were using.

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